

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Patrol Activity Log Inspection November 2018**

Inspection Report# BI2018-0148

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of the supervisory review of Patrol Activity Logs to ensure compliance with Office policies, promote proper supervision and support the requirements set forth in the Court Order.

The Patrol Activity Logs will be uniformly inspected utilizing a matrix developed by the AIU in accordance with procedures outlined in MCSO Policy GB-2, GI-1.3 and paragraph 83 of the Melendres Order.

**Matrix Procedures:**

- Ensure the supervisor has reviewed Patrol Activity Logs for shifts worked by assigned subordinates.
- Verify the Patrol Activity Logs were reviewed no later than seven days after the completion of the shift under review.

**Criteria:**

Policy GB-2, *Command Responsibility*, 13. G.1., 2., 3., and 4.a.d:

G. Supervisors shall review the Patrol Activity Log (PAL) through Praxis for all patrol shifts worked by their assigned subordinates. Supervisors shall check PAL for accuracy and completeness. This review shall ensure subordinates are accurately accounting for their activities during the shift by properly utilizing Out Codes while not assigned to an event. Supervisors should also examine the PAL to confirm correct Disposition Codes are entered when closing events.

1. This review shall occur no later than seven calendar days after the completion of the shift under review.
2. At the completion of the review, the reviewing supervisor must select "Approved, No Issues Found" or "Issues Found."
  - a. If the supervisor selects "Issues Found," the supervisor shall add a comment in the provided text box. Supervisors should be aware that any information captured in this box will be visible to all Office personnel. Information of a confidential nature, including possible issues which may result in an administrative investigation, should not be entered in this box.
  - b. If the supervisor needs to document issues regarding a confidential matter, or issues which may result in an administrative investigation, the supervisor shall make the appropriate entry into Blue Team.

3. Once the initial supervisor review is completed, Praxis will not allow further entry directly into the PAL. Any further comments regarding the PAL shall be entered into Blue Team. The completed record of the review and/or comment for each subordinate is uploaded automatically through the Praxis into the EIS for tracking purposes.
4. When a deputy works a shift outside of their regularly assigned squad or district, or works a special assignment such as a DUI Task Force, special event, or an off-duty job that would require a PAL; it will be the responsibility of the shift supervisor who is managing the deputy on an irregular shift or special assignment to review the deputy's PAL for accuracy and completeness.
  - a. The shift Supervisor who is supervising the employee for this specialized detail shall also review any associated daily paperwork generated while working a specialized detail or shift to incorporate all TraCS documents and IR's completed during that shift.
  - d. Failure by a shift supervisor to review the PAL of a subordinate deputy, or a deputy he is managing on an irregular shift or special assignment for accuracy and completeness, shall result in a Blue Team entry; and may result in discipline, as specified in Office Policy GC-17, Employee Disciplinary Procedures.

Policy GI-1, Radio and Enforcement Communications Procedures, 3. Patrol Activity Log (PAL):

- A. Communications Division personnel, and patrol sergeants and deputies, shall be responsible for the creation, accuracy, and completion of the PAL.
- E. Supervisors are required to check Patrol Activity Logs for accuracy and completeness. This review by supervisors shall ensure subordinates are accurately accounting for their activities during the shift by properly utilizing Out Codes while not assigned to an event. Supervisors should also examine the Patrol Activity Logs to confirm correct Disposition Codes are entered when closing events.

Melendres Order, Paragraph 83:

*Effective supervision requires that Supervisors confirm the accuracy and completeness of deputies' daily activity reports.*

**Conditions:**

MCSO's assigned Court Monitor provided a sample of 32 Deputies from all Patrol Districts/Divisions for the November Patrol Activity Log Review. The sample of 32 Deputies provided a total of 443 daily Patrol Activity Logs available for inspection; 443 or 100% of the Patrol Activity Logs were inspected for this report.

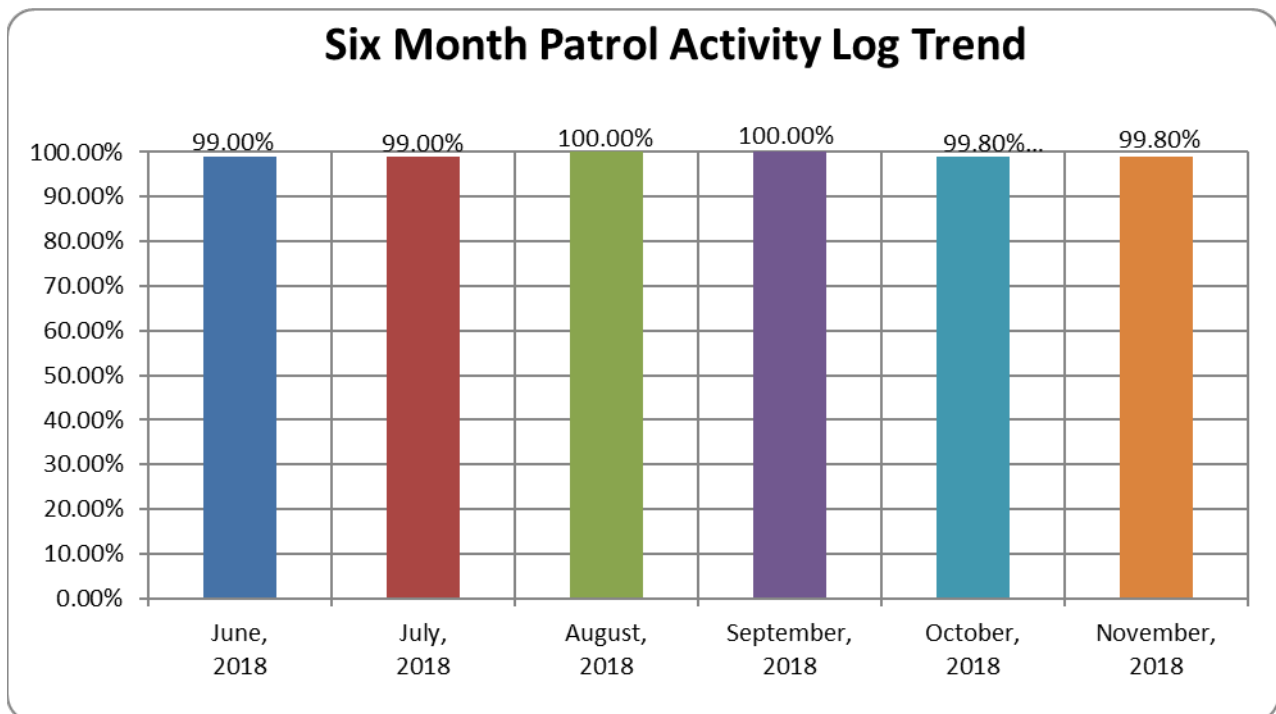
Potential deficiencies noted in the review of the Praxis system are then cross-checked with Division rosters to increase accuracy.

The compliance rate of each division is illustrated in the table below:

District	Compliance Rate	Total Patrol Activity Logs Inspected	Deficiencies
1	100.00%	117	0
2	100.00%	58	0
3	100.00%	43	0
4	100.00%	58	0
Lake Patrol	100.00%	61	0
6	100.00%	51	0
7	98.18%	55	1

MCSO achieved an overall compliance rate of **99.80%** in the Patrol Activity Log inspection for November 2018.

A historical comparison of the monthly inspection results is illustrated in the graph below:



**There was one deficiency observed during the inspection period.**

District/Div.	Deputy Reviewed	Assigned Supervisor	Date of Shift	Current Commander:	Deficiency:
Seven	Redacted	Redacted	11/16/2018	Redacted	Incomplete review of Activity Log. Activity Log reviewed 7 hours prior to end of shift date.

**Recommendations:**

Supervisors continue to review the Patrol Activity Logs (PAL) through Praxis for patrol shifts worked by their assigned subordinates whom they supervised. This review shall ensure subordinates are accurately accounting for their activities during the shift and shall be done after the completion of the subordinates' shifts. In most cases, the supervisor who supervised the subordinate having knowledge to accurately account for their activities during the shift would sign off the Patrol Activity Log(s). The supervisor should cross-check the subordinate's Patrol Activity Log with the District Roster to confirm the subordinate is accurately accounted for. Deputies working details outside of their normal dispatch call group may not show up on a Praxis "District Search" review. It is recommended that supervisors use the "Individual Search" function to ensure all Patrol Activity Logs are reviewed and signed off.

**One** BIO Action Form is requested from the Division. The form shall be completed utilizing Blue Team.

Date Inspection Started: 12/18/2018  
 Date Completed: 12/20/2018  
 Timeframe Inspected: November 1<sup>st</sup> to November 30<sup>th</sup>, 2018  
 Assigned Inspector(s): Sgt. Travis Glenn S1626

I have reviewed this inspection report.

Connie J. Phillips  
 Connie J. Phillips B3345  
 Acting Commander, Audits & Inspections Unit  
 Bureau of Internal Oversight

1/3/2019  
 Date