

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Incident Report Inspection – August 2019**

Inspection Report# BI2019-0112

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**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. During August 2019 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 for inspection during the month.

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 utilize "File Bound" from the MCSO Records Division to view 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 include 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 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 Right's/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:

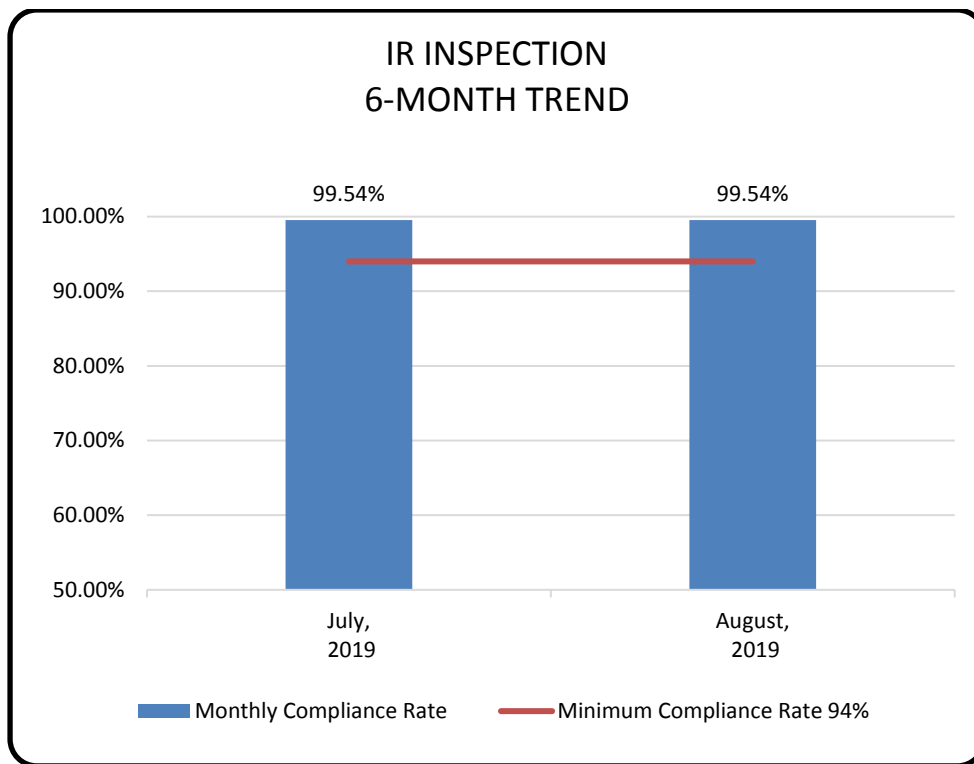
MCSO Policy EB-1 – Traffic Enforcement, Violator Contacts, and Citation Issuance

**Conditions:**

Of the **40** total selected reports that were inspected, the following has been concluded: **24** out of the **27** criterion inspected achieved 100% compliance. Out of the **40** reports, **39** (or 97.5%) had all of the required elements of the crime for each charge listed. **37** (or 92.5%) of the total IR's, the reporting deputies had memorialized turning in their reports by the end of shift. Out of the **40** reports inspected **39** (or 97.5%) had been reviewed by a supervisor within policy guidelines.

**35** of the **40** reports inspected were in compliance with the inspected criteria. Therefore, the compliance rates of the sample reports utilizing the 27-inspection criterion resulted in an overall average compliance rate of **99.54%** for August of 2019, as illustrated in the graph below.

**Overall Compliance Rate for Monthly Incident Report Inspections**



**The following table shows the total deficiencies per criteria inspected:**

<b>Inspection Criteria</b>	<b>Total Deficiencies</b>
Initial report turned in/ validated in Tracs by the end of shift	3
Report reviewed by a Supervisor within policy time-lines	1
Indicia contained in the report and/or forms that the report is not authentic or correct	0
Proper investigation of any/all allegations concerning a crime	0
Physical arrest/Booking	0
Citation in lieu of detention/booking (also referred to as a 'Cite and release')	0
Applicable charges submitted in a timely manner so as not to exceed the statute of limitations	0
Reasonable suspicion or probable cause for any noted searches	0
Reason for any search conducted properly documented	0
Report contains all of the required element(s) of the crime for each charge listed	0
Report contains articulation of the legal basis for the action	0
Reasonable suspicion or probable cause properly articulated/supported	1
Reasonable suspicion or probable cause for any investigative detentions to include traffic stops and field contacts	0
Boilerplate and/or conclusory language used	0
Information contained in the Incident Report consistent/accurate throughout	0
Any indicia of bias-based and/or racial profiling	0
Report indicates body worn camera use/non-use within policy guidelines	0
Any or all property and/or evidence processed and documented within MCSO policy guidelines	0
Identity theft or lack of identity document report note supervisor notification	0
Immigration investigation report document supervisor notification	0
Lack of identification detention/arrest report document supervisor notification?	0
If the report was deficient; was the report memorialized (IMF) by a Supervisor in accordance with policy?	0
In situations where a report was memorialized, was documentation discovered indicating there was command level review of the supervisor's corrective action and recommendations completed within 14 days	0
Suspects provided a Miranda Warning when required	0
Other perceived violations of Constitutional Right's/ Civil Liberties	0
Other perceived violations of Office Policy	0
Need to review or correct Office policy, strategy, tactics or training identified	0
IR contains all components	0

The following potential deficiencies were observed during the inspection period:

**District 1 (2 BIO Action Forms):**

District/Division	Case Agent	Date of Event	IR#	Current Supervisor	Current Commander
District 1	Sergeant	Redacted	Redacted	Lieutenant	Captain
<b>Deficiency</b>					
1. Supervisor did not review in-custody report within policy guidelines. Policy GF-5.4.A.3					
District/Division	Case Agent	Date of Event	IR#	Current Supervisor	Current Commander
District 1	Deputy	Redacted	Redacted	Sergeant	Captain
<b>Deficiency</b>					
1. Report not submitted prior to end of shift. Policy GF-5.4.A.1					

**District 4 (2 BIO Action Forms):**

District/Division	Case Agent	Date of Event	IR#	Current Supervisor	Current Commander
District 4	Deputy	Redacted	Redacted	Sergeant	Captain
<b>Deficiency</b>					
1. Report not submitted prior to end of shift. Policy GF-5.4.A.1					
District/Division	Case Agent	Date of Event	IR#	Current Supervisor	Current Commander
District 4	Deputy	Redacted	Redacted	Sergeant	Captain
<b>Deficiency</b>					
1. Report not submitted prior to end of shift. Policy GF-5.4.A.1					

**Lake Patrol (1 BIO Action Form):**

District/Division	Case Agent	Date of Event	IR#	Current Supervisor	Current Commander
Lake Patrol	Deputy	Redacted	Redacted	Sergeant	Captain
<b>Deficiency</b>					
1. Report lacks specificity of what occurred. Policy GF-5.3.B.1					

Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes for the perceived deputy deficiencies.

A total of 5 BIO Action Forms are requested from the affected divisions. **The form 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.

**Recommendations:**

It is recommended all incident reports involving arrests are reviewed by command staff daily to ensure probable cause has been established. Also, Command Staff should provide additional onsite counseling to those Supervisors and/or Deputies who were identified as deficient in this month's IR inspection. It is suggested the areas noted as deficient be targeted for improvement to increase overall compliance with directives and policy. Consequently, all onsite mentoring should be documented in Supervisory Notes. Commanders and Supervisors are reminded that all IR's require a narrative as specified in MCSO Policy GF-5 Incident Report Guidelines. Synopsis only reports for warrant arrests should not be accepted or approved. Deputies and reserve deputies shall complete and submit all IRs prior to the end of the shift.

Date Inspection Started: 9/12/2019  
Date Completed: 10/1/2019  
Timeframe Inspected: 8/1/2019 - 8/31/2019  
Assigned Inspector(s): Sgt. Rob Levy S1881  
Assisting Inspector(s): Sgt. Shawn Hatfield S1897

I have reviewed this inspection report.

Lt. D. Reaulo S1678

Lt. Dominick Reaulo S1678  
Commander – Audits and Inspections Unit  
Bureau of Internal Oversight

11/4/2019

Date