

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2017-0001



Bureau of Internal Oversight
Supervisor Note Inspection Report
Date: 1/4/2017
Inspection #BI2017-0001



Sheriff Paul Penzone

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,
December 2016
BI2017-0001

Date: January 4, 2017
Report Period:
December 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, Administrative Broadcast #16-124 and the Body-Worn Camera Program Operational Manual.

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 conducted bi-monthly reviews of EIS data
- 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 Operational Manual: Body-Worn Camera Program Operational Manual (Section 207)

Supervisors working in patrol shall be responsible for conducting and documenting random monthly reviews of deputies' body-worn camera recordings.

MCSO Administrative Broadcast Number 16-124 (effective 12/7/2016)

"MCSO commander and Supervisor **review**, on a regular basis, but not less than bimonthly, of EIS reports regarding each officer under the commander or Supervisor's direct command and, at least quarterly, broader, pattern-based reports".

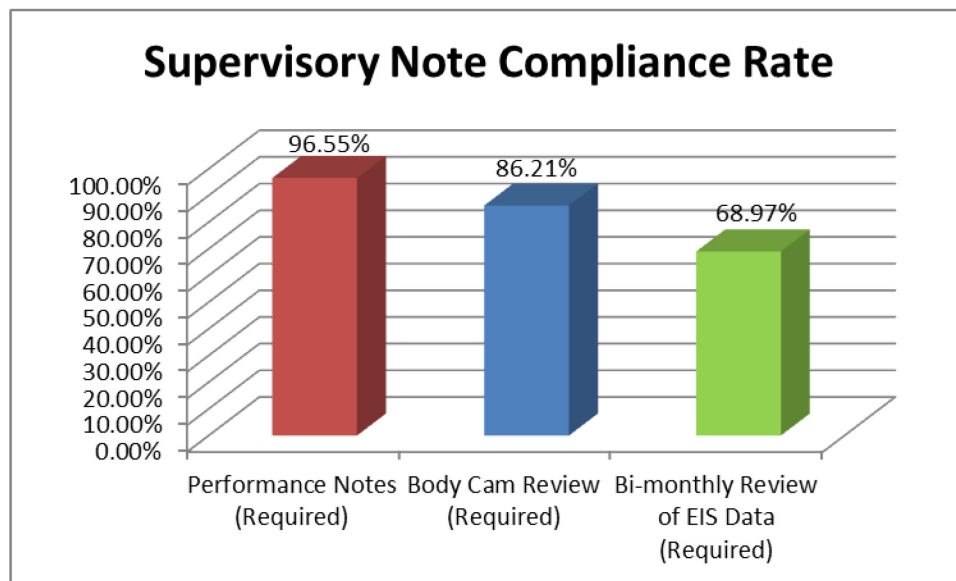
Conditions:

MCSO's assigned Court Monitors provided a sample of 29 Deputies from all Patrol Districts/Divisions for the December 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 96.55% of the inspected sample met the requirement for two Supervisory Note entries per Deputy and 68.97% met the requirement for supervisor documentation of bi-monthly EIS data review, in accordance with the Melendres Federal Court Order.

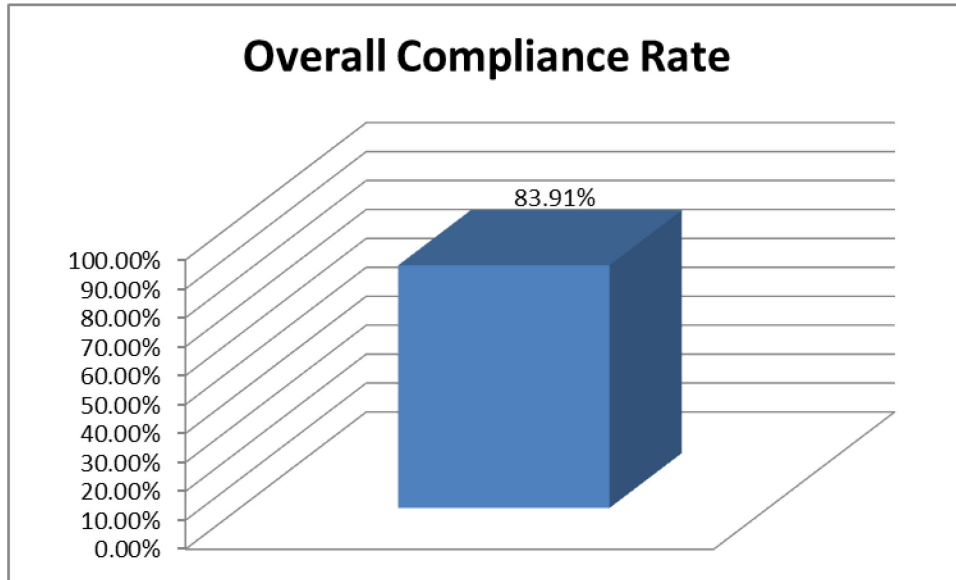
It was noted that 86.21% of the inspected sample was in compliance with the requirement to complete monthly reviews of body camera footage in accordance with MCSO Policy # GJ-35 as illustrated in the bar chart below:

Current Compliance Rate: Patrol Supervisory Notes, December 2016



Note: The overall compliance rate of 83.91% is an average of the three measures (Performance Notes, bi-monthly reviews of EIS data and Body-Worn Camera Review).

Overall Compliance Rate



Supervisory Note Deficiencies – Areas Requiring Improvement:

District/Div.	Supervisor Note Recipient	Commander:	Deficiency:
District Three	Deputy	Captain	Supervisor notes lacked Documentation of Random Body Camera Video Review & Bi-monthly review of EIS data
District Three	Deputy	Captain	Supervisor notes lacked Documentation of Random Body Camera Video Review & Bi-monthly review of EIS data
District Three	Deputy	Captain	No supervisor notes were completed, no evidence existed of Random Body Camera Video Review or Bi-Monthly review of EIS data.
District Three	Deputy	Captain	Supervisor notes lacked Documentation of Random Body Camera Video Review & Bi-monthly review of EIS data

District/Div.	Supervisor Note Recipient	Commander:	Deficiency:
District Six	Deputy	Captain	Supervisor notes lacked evidence that a bi-monthly review of EIS data occurred
District Six	Deputy	Captain	Supervisor notes lacked evidence that a bi-monthly review of EIS data occurred
District Six	Deputy	Captain	Supervisor notes lacked evidence that a bi-monthly review of EIS data occurred
District Six	Deputy	Captain	Supervisor notes lacked evidence that a bi-monthly review of EIS data occurred
District Six	Deputy	Captain	Supervisor notes lacked evidence that a bi-monthly review of EIS data occurred

A total of two (2) BIO Action forms are required from the affected Districts addressing the identified deficiencies. One BIO Action form is required from District Three addressing (a) No supervisor notes being completed for one deputy and (b) addressing the lack of documentation showing that neither random body-worn camera reviews nor reviews of EIS data occurred for 4 deputies. One BIO Action form is required from District Six addressing the lack of documentation showing that a review of EIS data occurred for 5 deputies.

Please email the BIO Action Forms to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

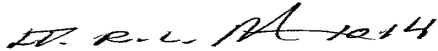
Recommendations:

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
 - c. The bi-monthly review of subordinates EIS Data

Date Inspection Started: 1/3/2017
Date Completed: 1/4/2017
Timeframe Inspected: December 1-31, 2016
Assigned Inspector(s): Sgt. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

1/4/2017
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

1/4/2017
Date