

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



April 2018 Patrol Activity Log Inspection

BI2018-0056

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.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.

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.

RADIO AND ENFORCEMENT COMMUNICATIONS PROCEDURES

(GI-1.3.A & E; Patrol Activity Logs):

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 Monitors provided a sample of 34 Deputies from all Patrol Districts/Divisions for the April Patrol Activity Log Review. The sample of 34 Deputies provided a total of 468 daily Patrol Activity Logs available for inspection; 468 or 100% of the Patrol Activity Logs were inspected for this report.

Three logs were excluded after Inspector review due to Praxis software issues. An inquiry to the Technology Bureau was made reference these issues (see Recommendations). Activity log's not reviewed by the supervisor as a result of the software issues were not listed as a deficiency in this report.

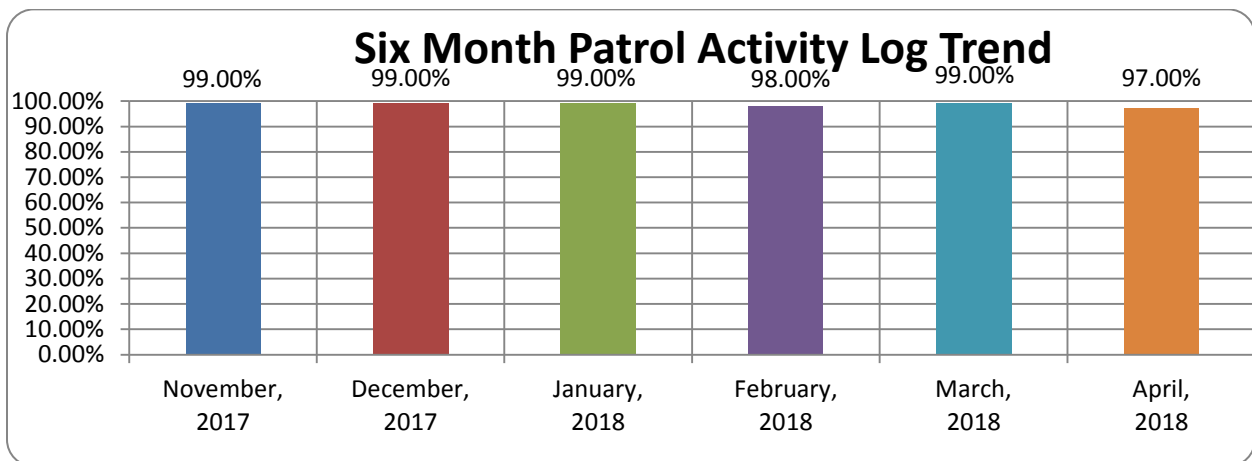
Potential deficiencies noted in the Praxis Activity Log review are then cross checked with division rosters to increase accuracy.

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

District	Compliance Rate	Total Patrol Activity Logs Inspected
1	95.00%	121
2	98.00%	53
3	100.00%	46
4	100.00%	76
Lake Patrol	93.00%	76
6	100.00%	57
7	100.00%	39

MCSO achieved an overall compliance rate of 97% in the Patrol Activity Log inspection for April, 2018.

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



The following deficiencies were observed during the inspection period:

District/Div.	Deputy Reviewed	Assigned Supervisor	Date of Shift	Current Commander:	Deficiency:
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
One	Deputy	Supervisor	4/18/2018	Commander	Patrol activity log not reviewed
Two	Deputy	Supervisor	4/7/2018	Commander	Patrol activity log not reviewed
Lakes	Deputy	Supervisor	4/27/2018	Commander	time reviewed was before date/time shift over.
Lakes	Deputy	Supervisor	4/30/2018	Commander	time reviewed was before date/time shift over.
Lakes	Deputy	Supervisor	4/29/2018	Commander	time reviewed was before date/time shift over.
Lakes	Deputy	Supervisor	4/30/2018	Commander	time reviewed was before date/time shift over.
Lakes	Deputy	Supervisor	4/29/2018	Commander	time reviewed was before date/time shift over.

Recommendations:

Supervisors continue to review the Patrol Activity Log’s (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 shift. In most cases; the supervisor who supervised the subordinate having knowledge to accurately account for their activities during the shift would sign off the (PAL).

It is recommended supervisors continue mentoring staff in the proper completion of the Patrol Activity Logs (to include accuracy in entering beginning and ending vehicle mileage). In doing so, all Patrol Activity Logs will be made available for inspection.

Requested Technology Bureau fix software issue in Praxis where when deputy incorrectly enters vehicle mileage (in MDC/CAD end shift log out); this creates a “Reporting Services Error” that makes the entire shift log information unavailable for review in Praxis.

Requested Technology Bureau fix software issue in Praxis where the date entered to review sometimes shows the following day’s activity in the narrative/activity log (populated from the Unit history). Further requested software fix in Praxis to prevent a review/ sign off by a supervisor prior to the end of shift subordinate is working.

A total of **3** BIO Action Forms is 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 for the same employee identified in this inspection.

Date Inspection Started: 05/14/2018
Date Completed: 05/23/2018
Timeframe Inspected: April 1-30th, 2018
Assigned Inspector(s): Sgt. Travis Glenn S1626

I have reviewed this inspection report.

Lt. Larry Kratzer S1520
Lieutenant Larry Kratzer S1520
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

05/28/2018
Date