

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**June TraCS Review Inspection Report**

Inspection Report# BI2018-0078

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of the TraCS Review of traffic stops to ensure compliance with Office Policies, promote proper supervision and support the requirements set forth in the Court Order. Inspectors will utilize the TraCS System and a sample of randomly selected employees from each district/division for review. The TraCS Traffic Stop Review will be uniformly inspected utilizing a matrix developed by the AIU, in accordance with the procedures outlined in policies EA-11, EB-1, GB-2 and MCSO Administrative Broadcast Number 16-56.

**Matrix Procedures:**

- Determine what district/division the traffic stop data originated from
- Determine if the supervisor reviewed all completed traffic stop documentation within 72 hours
- Each Traffic Stop inspected will be counted as one inspection

**Criteria:**MCSO Policy EA-11, ARREST PROCEDURES (Section 14, Parts B & E):

B. Deputies shall submit documentation of all stops and investigatory detentions to their supervisors by the end of the shift in which the action occurred. Absent exceptional circumstances, within 72 hours of receiving such documentation, supervisors shall independently review the reports. If the incident did not include an arrest or detention, the supervisor shall review the IR within seven calendar days, absent exigent circumstances.

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.

MCSO Policy EB-1, TRAFFIC ENFORCEMENT, VIOLATOR CONTACTS, AND CITATION ISSUANCE (Section 17, Part A and B):

A. Deputies shall submit documentation of all stops and investigatory detentions to their supervisors by the end of the shift in which the actions occurred. Absent exceptional circumstances, within 72 hours of receiving such documentation, supervisors shall independently review the reports. If the incident did not include an arrest or detention, the supervisor shall review the reports within seven calendar days, absent exigent circumstances.

B. Supervisors are responsible for reviewing the VSCF to ensure accuracy and proper documentation.

MCSO Policy GB-2, Command Responsibility (Section 13, Part B.2.a)

Supervisors shall review all VSCF and NTCFs made by each deputy under their supervision within the TraCS software. Absent exceptional circumstances, supervisors shall review all VSCF and NTCFs involving a detention/Terry stop within 72 hours of receiving such documentation.

MCSO Administrative Broadcast # 16-56 Discussed with Deputy Indicator and Supervisory Review Process:

Additionally, effective June 1, 2016, a "**Supervisory Review Process**" shall be used by all sworn supervisory personnel. Sworn supervisors are responsible for reviewing any form that is in pending review status, which shall now include the "Vehicle Stop Contact Form." Once a review is completed and the form is signed off, that form can no longer be modified or voided due to data being pulled for analysis.

**Conditions:**

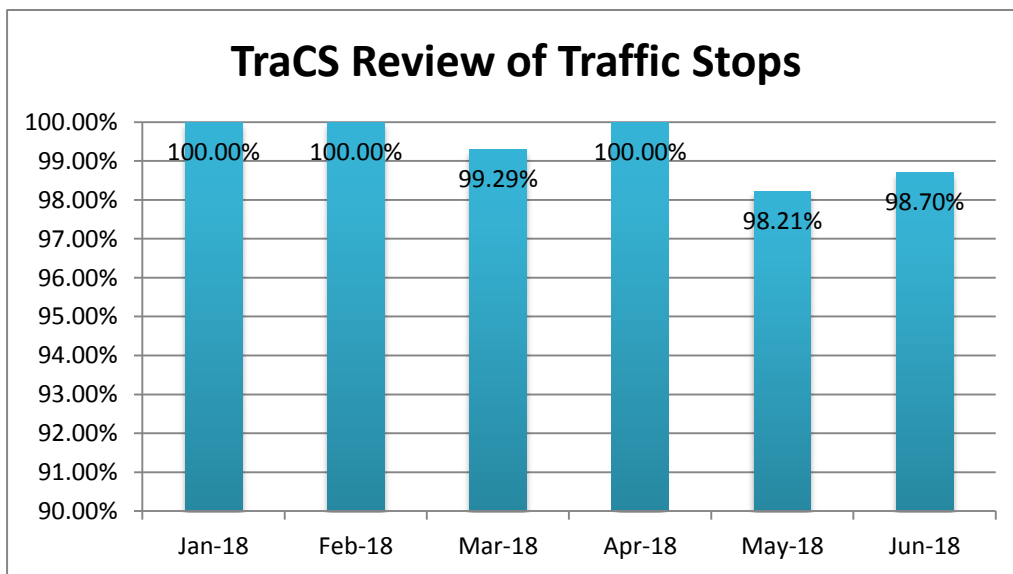
MCSO’s assigned Court Monitors provided a sample of 33 Deputies from all Patrol Districts/Divisions for the June TraCS Review Inspection. The sample of 33 Deputies provided a total of 125 traffic stops available for inspection; 125 or 100% of the traffic stops were inspected. The compliance rate of each division is illustrated in the table below:

District	Compliance Rate	Total Traffic Stops Inspected
1	100.00%	24
2	100.00%	12
3	100.00%	1
4	90.91%	11
5	100.00%	23
6	100.00%	39
7	100.00%	15

It should be noted that the completion of a TraCS Review Inspection is dependent on when AIU receives the sample from the Court Monitors.

MCSO achieved an overall compliance rate of **98.70%** in the TraCS Review of Traffic Stops within 72 hours for the month of June 2018, as illustrated in the graph below:

Note – The overall compliance rate is an average of the compliance scores from each division inspected.



**Causes:**

The following deficiencies were identified during this inspection period:

Deficiencies				
District	MC#	Employee:	Commander:	Comment
4	MC18126819	Sergeant	Captain	Supervisor did not review Vehicle Stop Contact Form within 72 hours; Supervisor reviewed in 4 days

A total of 1 BIO Action Form is requested from the affected division. **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.

**Recommendation:**

It is recommended the inspection of review of TraCS traffic stops and vehicle stop contact forms 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. **Within 72 hours of completion**, supervisors are responsible for reviewing any form in TraCS that is in pending review status, which shall now include the “Vehicle Stop Contact Form.”

It is also recommended each division utilize the TraCS system to monitor the review status of traffic stops. This can be accomplished by conducting a search of the following fields (1) Location (Lower Org), (2) Form (Contact & Incidental Contact Forms) and (3) Date Range (Example: December 1-31, 2016). The search results will display a list of the contact forms and note “Reviewed” under the Status column for those with completed reviews. By also completing the User ID search field supervisors can view the same data for the deputies under their direct supervision by selecting their serial numbers.

Date Inspection Started: July 13, 2018  
 Date Completed: July 13, 2018  
 Timeframe Inspected: June 1<sup>st</sup> through 30<sup>th</sup>, 2018  
 Assigned Inspector(s): Sergeant K. Bocardo S1775

I have reviewed this inspection report.

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

07/15/2018  
 Date