

# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*



Joseph M. Arpaio, Sheriff

**To:** Captain Munley #777  
Commander  
Bureau of Internal Oversight

**From:** Patty Huling # B3184  
Senior Auditor  
Bureau of Internal Oversight

**Subject:** Supervisory Note Inspection: Civilian  
January, 2016  
#2016-0015

**Date:** Feb. 8, 2016  
Audit Period:  
Jan. 1-31, 2016.

## Background:

This Supervisory Note inspection is being conducted to determine compliance with MCSO office Policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will utilize the "IAPro" System to make a random stratified selection of 15% of all civilian employees. Blue Team Supervisory Note and Briefing entries will be uniformly inspected utilizing a matrix developed by the Bureau of Internal Oversight. The Policies for Command Responsibility (GB-2), Preventing Racial and other Biased-Based Profiling (CP-8) and the following procedures were used to formulate the matrix.

## Matrix Procedures:

- Ensure the Supervisor has made at least one performance entry per Civilian employee, per month.
- Determine if the Supervisor discussed bias-based profiling
- Determine if the Supervisor discussed any MCSO policies
- Each BlueTeam entry inspected will be counted as one inspection

## Authorities:

MELENDRES ORDER, PARAGRAPH 75: The EIS shall include a computerized relational database, which shall be used to collect, maintain, integrate, and retrieve supervisory observations of each employee.

MCSO Administrative Broadcast # 15-36, dated 03/24/15: "Effective immediately, as it applies to detention and civilian employees only, all Supervisors shall make Blue Team Supervisor Note entries once a month."

MCSO Policy CP-8.5, PREVENTING RACIAL AND OTHER BIAS-BASED PROFILING: 5. Supervisor Responsibility: Office leadership, supervising deputies and detention officers shall unequivocally and consistently reinforce to subordinates that biased-based profiling is unacceptable. All personnel shall report violations of policy. Supervisors of all ranks shall be held accountable for identifying and responding to policy or procedure violations by personnel under their command and ensuring that personnel are held accountable for policy and procedure violations.

### 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 # GB-2, COMMAND RESPONSIBILITY (Section 12D, Parts 2A - B):

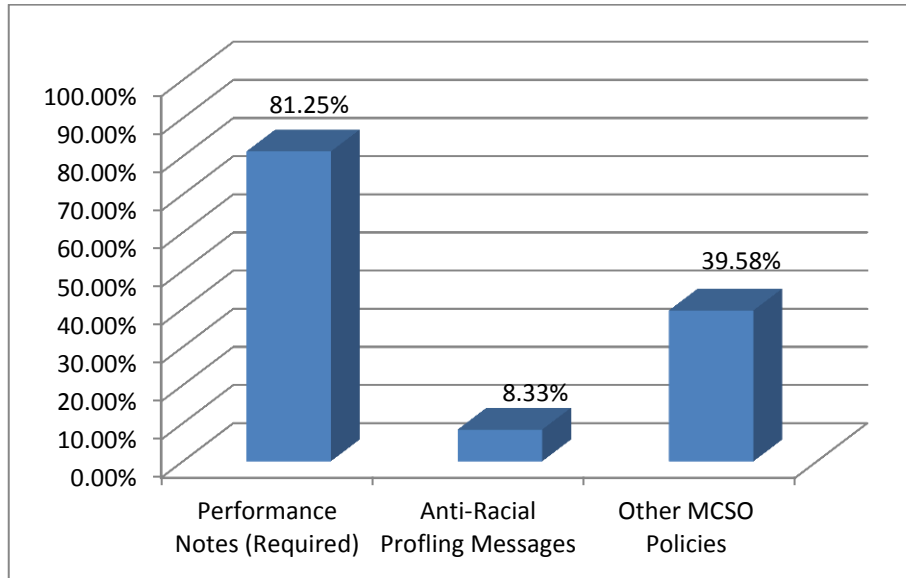
In addition, Supervisors "shall unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable" and this message must be documented in supervisory notes on a minimum of a quarterly basis.

**Observations:**

MCSO Auditors conducted a review of Civilian Supervisory Note documentation for the month of January, 2016. The population consisted of 15% (or 58/389) Civilians through the period ending January 31st, 2016. *NOTE: The original sample of 58 randomly selected employees was reduced to 48 due to attrition (i.e., the lack of data currently available on 10 staff released from employment).*

Documentation indicates that 81.25% (or 39/48) of the employees had the required monthly performance entry and are in compliance with MCSO Administrative Broadcast # 15-36. In addition, 8.33% (or 4/48) of the files had entries regarding biased-based profiling and/or Policy CP-8 and 39.58% (or 19/48) of the files had entries regarding other MCSO Policies.

**Compliance Rates: Civilian Blue Team Documentation, January 2016**



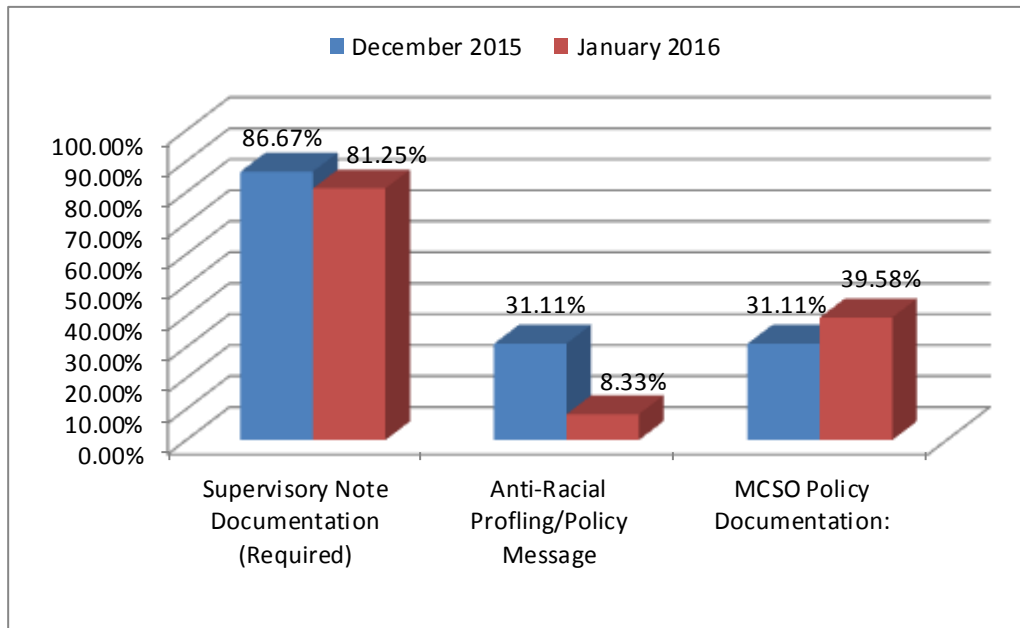
**Performance Note Deficiencies – Employees Lacking the Single Note Requirement:**

| <u>Civilian Name:</u> | <u>Commander:</u> | <u>District/Division:</u>          |
|-----------------------|-------------------|------------------------------------|
| Ofc Asst SP           | Captain           | 5052-Court Security                |
| <u>Civilian Name:</u> | <u>Commander:</u> | <u>District/Division:</u>          |
| Anml Cr Tech          | Inmt Prg Svc      | 5053-Inmate Services and Programs  |
| <u>Civilian Name:</u> | <u>Commander:</u> | <u>District/Division:</u>          |
| Mat Hand Wkr          | Captain           | 5136-Inmate Canteen                |
| Mat Hand Wkr          | Captain           | 5136-Inmate Canteen                |
| <u>Civilian Name:</u> | <u>Commander:</u> | <u>District/Division:</u>          |
| Sims Clrk             | Lieutenant        | 5143-Sheriff Information Mgmt Syst |
| Sims Clrk             | Lieutenant        | 5143-Sheriff Information Mgmt Syst |
| Sims Clrk             | Lieutenant        | 5143-Sheriff Information Mgmt Syst |
| <u>Civilian Name:</u> | <u>Commander:</u> | <u>District/Division:</u>          |
| INM Cls Spec          | INM Cls Mgr       | 5144-Inmate Classification         |
| INM Cls Spec          | INM Cls Mgr       | 5144-Inmate Classification         |

**PLEASE NOTE:** Supervisory Note Inspections represent a monthly snapshot in time and any deficiencies noted are the responsibility of the Supervisor in Command during that point in time. *Any inaccuracies in command structure due to transfers or other changes which have not been updated in the IAPro system in a timely fashion are outside the control of the Bureau of Internal Oversight.*

*Thank you for your understanding of this matter.*

A comparative review of the last two months of Blue Team data indicates a decline in two of the three measures, as illustrated below:



| <b>Blue Team Documentation:</b> | <b>Dec. 2015</b> | <b>Jan. 2016</b> | <b>Variance:</b>                     |
|---------------------------------|------------------|------------------|--------------------------------------|
| Supervisory Notes (required)    | 86.67%           | 81.25%           | Decreased by 5.42 percentage points  |
| Anti-Racial Profiling Message   | 31.11%           | 8.33%            | Decreased by 22.78 percentage points |
| Other MCSO Policy Messages      | 31.11%           | 39.58%           | Increased by 8.47 percentage points  |

**Findings:**

This is the fourth month that Civilian Supervisory Note Inspections have been conducted independent of the Detention Division and compliance rates have not held constant. In the first month (October of 2015), the compliance rate was 85.71%. In the following month, the compliance rate rose an additional 3.87 percentage points, however, in December we saw a reversal and a decline of 2.91 percentage points followed by a decline of 5.42 percentage points this month. While all four scores were in the 80 percentile range, the goal for the Civilian Division is to achieve the MCSO goal of 100%.

**Recommendations:**

**It is recommended that Supervisory Note Inspections continue in the Civilian Division to provide assurance that the compliance rates continue to show improvement towards achieving the MCSO goal of 100%. As a result, it is recommended that Management continue to provide on-site mentorship to those Supervisors who were identified as deficient in this month's Blue Team Supervisory Note Review. In addition, it should be stressed that Supervisory Notes are to be utilized to document a specific employee's performance and therefore the quality of the note itself is also critical. Consequently, all onsite mentoring should be documented in Supervisory Notes.**

**Date Inspection Started:** February 8, 2016  
**Date Completed:** February 9, 2016  
**Timeframe Inspected:** January 1<sup>st</sup> through 31st, 2016  
**Assigned Inspector(s):** Senior Auditor Patty Huling #B3184

I have reviewed this inspection report.



\_\_\_\_\_  
Captain Dave Munley  
Division Commander  
Audits and Inspections

02/10/2016  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

02/10/2016  
Date