

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Sworn Supervisor Note Inspection October 2019

Inspection Report# BI2019-0148

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of Supervisory Note entries to determine if these entries are in compliance with Office policies and to help promote proper supervision. To achieve this, inspectors will utilize the IAPro System and a sample of employees selected by the monitors 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, GH-5, and GJ-35.

Compliance Objectives:

Utilizing the Supervisor Note Inspection Matrix, review each selected employee's EIS information to ensure they received the following during October 2019:

- Ensure the supervisor completed a minimum of two Supervisor Note entries
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a monthly review of Body-Worn Camera footage of two traffic stops, if Deputy made any stops during review period
- Ensure the supervisor conducted two reviews of EIS data

Criteria:

MCSO Policy EA-11, *Arrest Procedures*

MCSO Policy GB-2, *Command Responsibility*

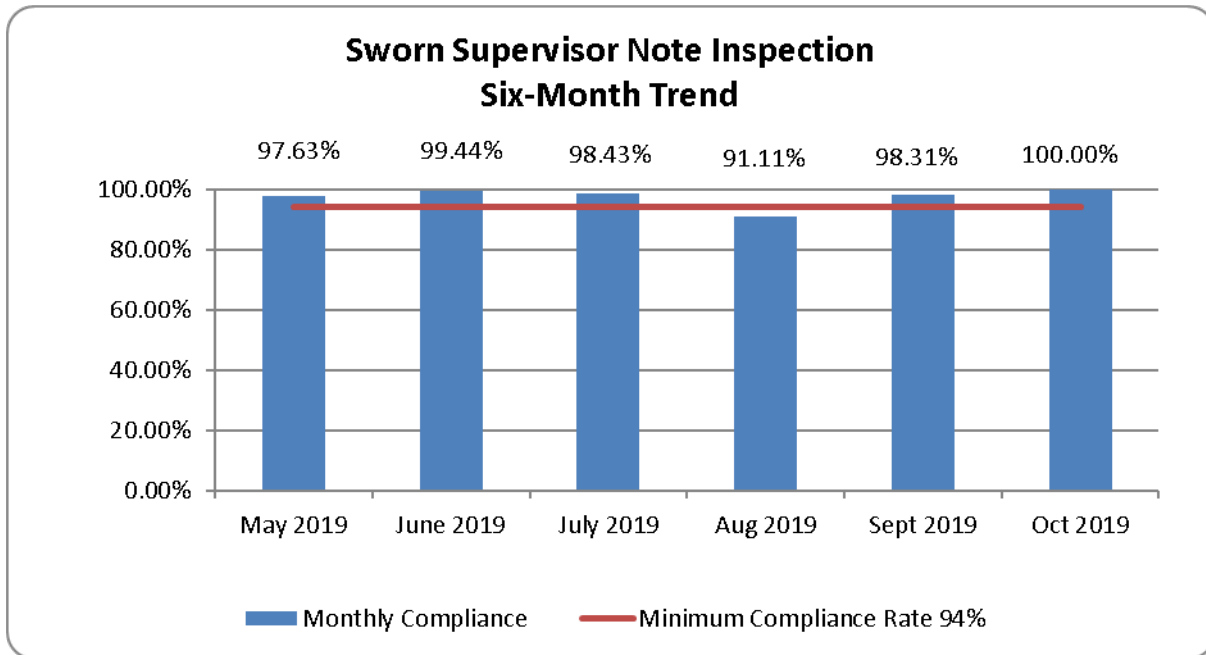
MCSO Policy GH-5, *Early Identification System*

MCSO Policy GJ-35, *Body-Worn Cameras*

Conditions:

MCSO's assigned Court Monitors provided a sample of one patrol squad from each Patrol Division for the month of October 2019 Supervisory Note Review. The Supervisor Notes of the assigned patrol roster are reviewed, including the selected employee's chain of command. AIU reviewed the completed Supervisor Notes of 30 deputies, 7 sergeants, 8 lieutenants and 6 captains. (Note: completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors). A review of the IAPro records revealed that, of the 51 deputies' records reviewed for Supervisor Note entries submitted during the month of October, 50 deputies received entries in full compliance with MCSO Policies.

MCSO achieved a compliance rate of 100% in the Sworn Supervisor Note inspection for October 2019, as illustrated in the graph below:



Results of the Review of the Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Compliance Rate
Sworn Employee received at least two Supervisor Notes during the month	0	51	100%
At least One Supervisor Note entry is of sufficient quality to facilitate the preparation of an accurate and detailed performance review and reflects the employee’s positive traits and accomplishments and any observed shortcomings	0	51	100%
Twice per month, supervisors review Sworn subordinates’ EIS information for the purpose of identifying and responding to any conduct patterns or concerns	0	51	100%
Supervisor Note documents review of two Body-Cam videos of traffic stops (NOTE: Not all sworn employees will make traffic stops during review period)	0	28	100%
Overall Compliance with inspection requirements	0	181	100%

Action Required:

With the resulting **100%** compliance for *Inspection BI2019-0148*, no BIO Action Forms are required.

Recommendations:

It is recommended that Management continue to provide on-site mentorship to supervisors regarding the importance of ensuring Supervisory Note entries are used to document a specific employee's performance and should be of sufficient quality as to give a true assessment of the employee's performance during a particular period, as required by MCSO Policy EB-11, *Arrest Procedures*, GB-2, *Command Responsibility*, GH-5, *Early Identification System*, and GJ-35, *Body-Worn Cameras*. To accomplish this goal, the Supervisory Note entries need to specifically document the following requirements:

- The Employee's work performance during the last 30-day period.
- Conduct two reviews per month of each sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns.
- Maintain a written record of the performance of each employee in the EIS Blue Team Supervisor Notes application. The record shall reflect the employee's positive traits and accomplishments and any observed shortcomings.
- On a monthly basis, Patrol supervisors shall conduct two random reviews of traffic stop video footage from each subordinate's body-worn camera recordings.
- Supervisor Note entries shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but ***at a minimum, two entries shall be completed every month.***

Notes:

All supporting documentation (working papers are included in the inspection file number BI2019-0148 and contained within IAPro.

Date Inspection Started:	November 13, 2019
Date Completed:	November 19, 2019
Timeframe Inspected:	October 01-31, 2019
Assigned Inspector:	Ronda Jamieson B3178

I have reviewed this inspection report.

Cpt. James McFarland S1344

12/04/2019

Captain James McFarland S1344
Division Commander
Bureau of Internal Oversight

Date