

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**November 2017 Patrol Activity Log Inspection**

Inspection Report# BI2017-0150

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 Paragraph 83 of the Melendres Order and MCSO Administrative Broadcast Numbers 16-53, 16-100 and 17-48.

**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:**MCSO Administrative Broadcast #16-53:

“Supervisors shall review all Patrol Activity Logs for shifts worked by their assigned subordinates.” “This review shall occur no later than seven days after the completion of the shift under review.”

MCSO Administrative Broadcast #16-100:

Effective October 18<sup>th</sup>, 2016 the memorialization of a supervisor review of Patrol Activity Logs will no longer be a Blue Team entry and will be captured in Praxis. (Note: Future inspections of Patrol Activity Logs will be a separate inspection utilizing data solely from Praxis).

MCSO Administrative Broadcast #17-48:

“In those rare instances that 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 Patrol Activity Log; 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 Patrol Activity Log for accuracy and completeness.”

Melendres Order, Paragraph 83:

Effective supervision requires that Supervisors confirm the accuracy and completeness of deputies' daily activity reports.

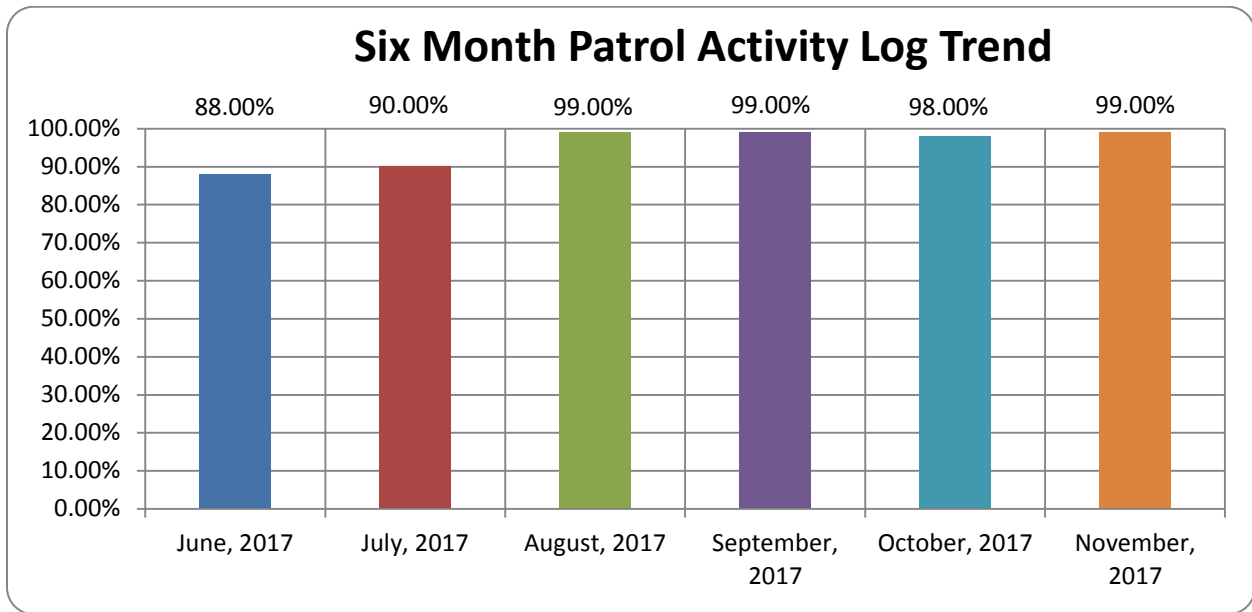
**Conditions:**

MCSO's assigned Court Monitors provided a sample of 33 Deputies from all Patrol Districts/Divisions for the November Patrol Activity Log Review. The sample of 33 Deputies provided a total of 447 daily Patrol Activity Logs available for inspection; 447 or 100% of the Patrol Activity Logs were inspected. 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	100.00%	94
2	100.00%	57
3	100.00%	87
4	100.00%	60
5	100.00%	44
6	95.00%	59
7	100.00%	46

MCSO achieved an overall compliance rate of **99%** in the Patrol Activity Log inspection for November 2017.

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:
Six	Deputy	Supervisor	11/25/2017	Commander:	Activity Log not reviewed within seven days (5 days overdue)
Six	Deputy	Supervisor	11/25/2017	Commander:	Activity Log not reviewed within seven days (5 days overdue)
Six	Deputy	Supervisor	11/25/2017	Commander:	Activity Log not reviewed within seven days (5 days overdue)

A total of 1 BIO Action Forms are 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.

**Recommendations:**

It is recommended supervisors continue mentoring staff in the proper completion of the Patrol Activity Logs. In doing so, all Patrol Activity Logs will be made available for inspection.

Date Inspection Started: 12/13/2017  
Date Completed: 12/21/2017  
Timeframe Inspected: November 1-30<sup>th</sup>, 2017  
Assigned Inspector(s): Sgt. Travis Glenn S1626

I have reviewed this inspection report.

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

01/22/18  
Date

Captain G. Lugo #1480  
Captain Greg Lugo S1480  
Division Commander  
Bureau of Internal Oversight

01/22/2018  
Date