

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



TraCS Discussion Inspection Report November 2018

Inspection Report# BI2018-0160

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of the TraCS Discussion 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 Discussion 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 16-56.

Matrix Procedures:

- Determine what district/division the traffic stop data originated from
- Verify the supervisor individually discussed each traffic stop completed within a monthly time frame
- Each Traffic Stop inspected will be counted as one inspection

Criteria:MCSO Policy EA-11, ARREST PROCEDURES (Section 14, Part E):

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):

17. First line supervisors shall individually discuss the traffic stops made by each deputy under their supervision, at least one time per month. The discussion shall include whether the deputy detained any individuals, the reason for such detention, and whether any stops involved immigration issues.

MCSO Policy GB-2, Command Responsibility (Section 13, Parts E.1.a and b):

1. As specified in Office Policy EB-2, Traffic Stop Data Collection, supervisors shall conduct monthly reviews and have monthly discussions with the deputies under their command regarding each traffic stop and collected data generated during the review period. The monthly review shall be documented in Blue Team as specified in Office Policy GH-5, Early Identification System (EIS).

b. Supervisors shall acknowledge the interactions through the use of the "Discussed with Deputy" indicator function within the TraCS Form Manager for each individual stop and associated forms discussed with their deputy. (Also EB-1.17.E.2)

c. This process shall be completed for each individual stop and collected data reviewed. Supervisors are prohibited from selecting multiple traffic stops and applying the "Discussed with Deputy" indicator function at one time. The reviews will then be input into Blue Team from TraCS. (Also EB-1.17.E.3)

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

Supervisors shall open and review their deputy's traffic stop data for each stop; and only after having a verbal interaction with the deputy, apply the "Discussed with Deputy" indicator function for the traffic stop just discussed. Supervisors shall on a monthly basis, memorialize these discussions by utilizing the "Discussed with Deputy" indicator function in the TraCS Forms Manager. Supervisors are prohibited from selecting multiple traffic stops and applying the "Discussed with Deputy" indicator function at one time.

Conditions:

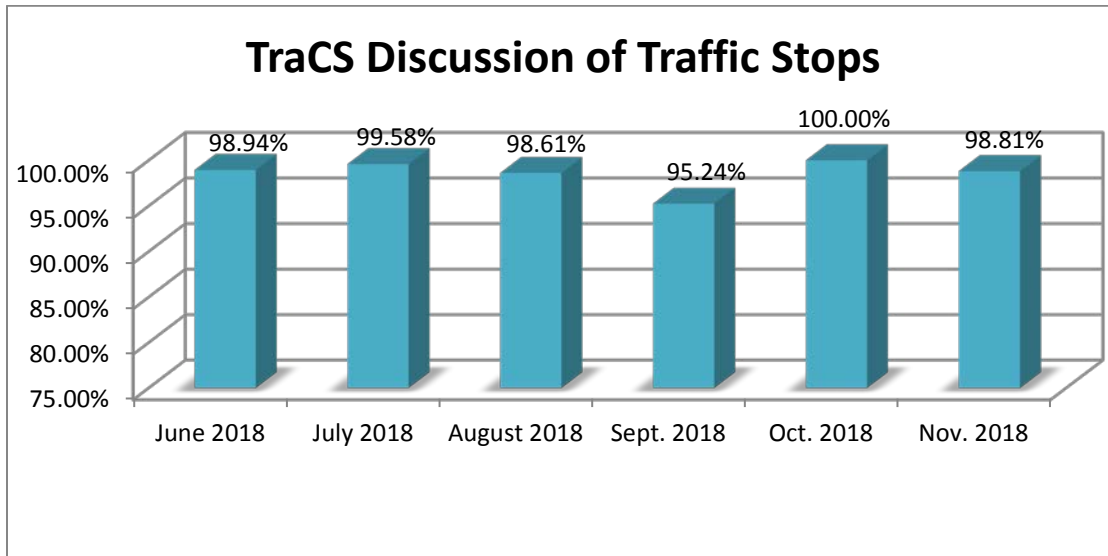
MCSO’s assigned Court Monitors provided a sample of 40 Deputies from all Patrol Districts/Divisions for the Discussion Inspection covering data from November 2018. The sample of 40 Deputies provided a total of 252 traffic stops available for inspection; all 252 (or 100%) of the traffic stops were inspected. The compliance rate of each division is illustrated in the table below:

District	In Compliance	Total Traffic Stops Inspected	Compliance Rate
1	0	1	0.00%
2	51	53	96.23%
3	7	7	100.00%
4	56	56	100.00%
5	59	59	100.00%
6	75	75	100.00%
7	1	1	100.00%

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

MCSO achieved a compliance rate of **98.81%** in the Discussion of Traffic Stops for the month of November 2018, as illustrated in the graph below:

Note – The compliance rate is the overall percentage of all traffic stops inspected for the month of November 2018 (i.e., 249 of 252 without deficiencies, or 98.81% were in compliance).



There were three deficiencies identified during this inspection period:

Deficiencies				
District	MC#	Employee:	Commander:	Comment
1	MC18259069	Sergeant	Captain	Deputy's VSCF was not discussed / documented.
2	MC18256757	Sergeant	Captain	Deputy's VSCF was not discussed / documented.
2	MC18256744	Sergeant	Captain	Deputy's VSCF was not discussed / documented.

A total of 2 BIO Action Forms are required from the affected division(s). **The form(s) 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 the inspection of discussion of 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. **On a monthly basis**, supervisors shall be required to discuss individually the traffic stops made by each deputy they supervise, no less than one time per month.

It is also recommended that each division utilize the TraCS system to monitor the discussion 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 "Discussed" under the Deputy Discussion column for those with completed discussions. 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: January 23rd, 2019
 Date Completed: January 23rd, 2019
 Timeframe Inspected: November 1st through 30th, 2018
 Assigned Inspector(s): Patty Huling, Auditor B3184

I have reviewed this inspection report.

Connie J. Phillips
 Connie J. Phillips
 Acting Commander, Audits & Inspections Unit
 Bureau of Internal Oversight

1/30/2019
 Date