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8  
9 **UNITED STATES DISTRICT COURT**  
10 **DISTRICT OF ARIZONA**

11 Manuel de Jesus Ortega Melendres, et al.,

12 Plaintiff,

13 v.

14 Joseph M. Arpaio, et al.,

15 Defendant.

NO. CV 07-02513-PHX-GMS

**DEFENDANT JOSEPH M.  
ARPAIO'S NOTICE OF FILING  
2016 ANNUAL COMPLIANCE  
REPORT**

16  
17 Pursuant to the Court's October 2, 2013 Order (DOC. 606), Defendant  
18 Joseph M. Arpaio files with the Court Defendant's 2016 Annual Compliance Report.

19 DATED this 15th day of September, 2016.

20 JONES, SKELTON & HOCHULI, P.L.C.

21  
22 By /s/ Joseph J. Popolizio

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26 in his official capacity as Sheriff of  
27 Maricopa County, AZ  
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**CERTIFICATE OF SERVICE**

I hereby certify that on this 15th day of September, 2016, I caused the foregoing document to be filed electronically with the Clerk of Court through the CM/ECF System for filing; and served on counsel of record via the Court's CM/ECF system.

/s/ Melissa Ward

**Maricopa County Sheriff's Office  
Joseph M. Arpaio, Sheriff**

**COURT IMPLEMENTATION DIVISION**

**2016 ANNUAL COMPLIANCE REPORT**



**JULY 1, 2015 – JUNE 30, 2016**

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## **PART I:**

### **INTRODUCTION AND OVERVIEW OF MCSO'S COMPLIANCE**

This Annual Report assesses the Maricopa County Sheriff's Office (MCSO) level of Compliance with Judge Snow's *Supplemental Permanent Injunction/Judgment Order* (Doc. 606) dated October 2, 2013, as amended (the "Court Order"). The reporting period for this Annual Report covers July 1, 2015 through June 30, 2016. This Annual Report is submitted to comply with the Court's Order, Paragraph 12.

The Court Order, Paragraph 12, requires that MCSO file with the Court an annual report that shall assess overall compliance with the Court Order, including:

- an assessment of policies and procedures affecting patrol operations regarding discriminatory policing and unlawful detentions in the field;
- an analysis of collected traffic stop and immigration related operations data;
- an analysis of, and compliance with, written policies and procedures;
- training;
- supervisor review;
- intake and investigation of civilian complaints;
- discipline of MCSO personnel; and
- community relations.

#### **Purpose**

MCSO intends to achieve "Full and Effective Compliance" as the Court Order defines it. The purpose of this Annual Report is to describe and document the steps MCSO has taken to implement the Court Order.

## **Background**

The *Findings of Fact and Conclusions of Law* (Doc. 579) dated May 24, 2013 and the subsequent *Supplemental Permanent Injunction/Judgment Order* (Doc. 606) dated October 2, 2013, permanently enjoined the Maricopa County Sheriff's Office ("MCSO") from engaging in seven distinct areas of enforcement activity involving investigation, detention, or arrest of vehicle occupants based in part or whole on a person's race, Latino ancestry, or possible unauthorized presence in the country. While the Court recognizes an exception when deputies are acting based on a specific suspect description, MCSO must ensure that it only engages in race-neutral bias-free policing.

To ensure compliance with the Court's Orders, MCSO established a skilled Court Implementation Division (CID). CID consists of 13 MCSO personnel who are tasked with the facilitating the implementation of the Order and acts as a liaison between the parties and the Monitor. MCSO created the Bureau of Internal Oversight (BIO) which consists of 15 MCSO personnel. BIO conducts internal inspections and audits to further ensure compliance measures are met.

MCSO acquired and implemented hardware and software technology to collect traffic stop data and data needed for the Early Identification System (EIS). This technology, along with inspections and audits performed by the BIO, helps MCSO conduct quality assurance activities.

MCSO promulgated all Office Policies and Procedures related to Patrol Operations and completed the comprehensive instruction required in each of these substantive areas. MCSO also increased the number of supervisors and their responsibilities.

All MCSO employees read and acknowledged the Court's *Corrective Statement* of April 17, 2014, and all supervisors read and acknowledged the *Findings of Fact and Conclusions of Law* (Doc. 579) of May 24, 2013 and the *Supplemental Permanent Injunction/Judgment Order* (Doc. 606). In March 2015, the Court deemed MCSO in compliance, having met the requirements of the Court Order, and no longer requires MCSO to report on compliance levels for the Court's *Corrective Statement* of April 17, 2014.

The MCSO placed its quarterly reports and the Monitor's quarterly reports on the e-learning system to allow all employees access to the reports. Employees at the rank of Lieutenant and above are required to read these reports. MCSO leadership requires those with the rank of Lieutenant and above to read these reports because they want all MCSO leadership to understand the importance of achieving full and effective compliance with the Order, along with what steps are necessary to achieve compliance in areas they may have influence.

## **Overview of MCSO's Efforts Toward Compliance**

MCSO developed the *Melendres* Court Order Compliance Chart (*See* Appendix A.) from compliancy rate information provided in the Monitor's Quarterly Reports covering the reporting

period for the fiscal year of 2015 – 2016. The Monitor’s Ninth Quarterly Report is not due until after September 15<sup>th</sup>; therefore, the Court Order Compliance Chart does not include data from the second quarter of 2016. Based on the Monitor’s Eighth Quarterly Report, the Monitor evaluated MCSO on 89 paragraphs for compliance. The Monitor assessed these paragraphs in two phases of compliance. Phase 1 compliance is assessed on 75 paragraphs and is based on “whether requisite policies and procedures have been developed and approved and agency personnel have received documented training on their content”. (*See* Monitor’s Eighth Quarterly Report, p. 9.). Phase 2 compliance is assessed on 89 paragraphs and is “generally considered operational implementation” and must comply “more than 94% of the time or in more than 94% of the instances being reviewed”. (*See* Monitor’s Eighth Quarterly Report, p. 9).

According to the Monitor’s Eighth Quarterly Report, MCSO is in compliance with forty-seven (47) of the seventy-five (75) paragraphs assessed for Phase 1 compliance and with thirty-six (36) of the eighty-nine (89) paragraphs assessed for Phase 2 Compliance. Fourteen (14) paragraphs are not applicable to Phase 1 compliance, as they do not require a corresponding policy or procedure.

## **PART II: STEPS TAKEN BY MCSO AND PLANS TO ACHIEVE COMPLIANCE WITH THE ORDER**

Sections I and II of the Court Order focus on definitions, effective dates, and jurisdictional matters, for this reason, Part II of this report will begin with Section III of the Court Order.

### **Section III – MCSO Implementation Division and Internal Agency-Wide Assessment**

MCSO took major steps to implement Section III of the Court Order. In October 2013, MCSO formed a division titled the Court Compliance and Implementation Division (“CCID”) consistent with paragraph 9. In February 2015, MCSO changed the name of this division to the Court Implementation Division (“CID”). Captain Fred Aldorasi assumed command in September 2015. The CID is comprised of eleven (11) MCSO personnel with interdisciplinary backgrounds and various ranks: one (1) lieutenant, four (4) sergeants, three (3) deputies, one (1) management analyst, and one (1) administrative assistant. As Captain of CID, Captain Aldorasi functions as the single point of contact with the Court and the Monitor. Along with his CID staff, Captain Aldorasi coordinates visits, document production requests, and other activities with the parties as the Court Order requires.

The CID enjoys and will continue to enjoy a positive working relationship with the Monitor. CID is committed to its vital role in the reform process and reaching MCSO Command Staff’s directive and sincere goal to be in full and effective compliance.

As part of the CID’s duties to coordinate MCSO’s compliance and implementation activities, the division took the following steps:

#### **A. Amendment/Creation of New Policies and Procedures**

In response to Paragraph 19 of the Court Order concerning review of existing policy and procedures, and Paragraph 30 regarding timely submissions, the CID, working with the Human Resource Bureau’s Policy Section, reviewed MCSO Policies and Procedures. (*See* Section V, *infra.*) MCSO reviewed, revised, and published fourteen (14) policies relative to the Court Order, and drafted and published one newly created policy. In addition, fourteen (14) Briefing Boards and thirteen (13) Administrative Broadcasts were issued to ensure prompt compliance with new or amended policies. (*See* Table #7 & Table #8.)

#### **B. Document Production**

The CID is responsible for facilitating data collection and document production. The CID responded to thirty-one (31) document requests during this reporting period and produced over 1,250,000 pages of documents. (*See* Table #1.) In addition to the Monitor’s document requests, CID facilitates the production of training material, policies, and procedures to the Monitor for review and approval.



Table #1	
Document Production Requests	
Title	General Description
07-01-2015 Document Production Request	Preliminary Document Request for Monitor's July 2015 Site Visit
June Monthly Request (07-01-2015)	Monitor's Monthly Production Request
07/24/2015 Court Order Production	Production of IR 14-007250 to Monitor
07-30-2015 July Site Visit Request	July Site Visit Requests from Monitor
July Monthly Request (08-01-2015)	Monitor's Monthly Production Request
08-17-2015 Evidence Room Request	Monitor Team Request related to Property and Evidence
August Monthly Request (09-01-2015)	Monitor's Monthly Production Request
09-14-2015 Evidence Room Request	Additional items requested related to Property and Evidence
10-06-2015 Quarterly Request	Document Request for the time period October 1 – December 31, 2015
09-24-2015 Evidence Room Request	Additional items requested related to Property and Evidence
10-19-2015 Site Visit Request	Document Request following the October 2015 Site Visit
October 2015 Monthly Request	Monitor's Monthly Production Request
November 2015 Monthly Request	Monitor's Monthly Production Request
11-10-2015 MCSO Org Chart	Request for Copy of MCSO Organizational Chart
December 2015 Monthly Request	Monitor's Monthly Production Request
12-01-2015 Policy Manual Request	Request For Copy of All MCSO Policies
12-18-2015 Request for EB-2 and BB-15-38	Request For Recently Published Policy EB-2 and Briefing Board 15-38
Training Request	Several documents related to Training Lesson Plans
Evidence Room Request	Documents Related to the Evidence Room Request and the Destruction of Inmate Property
03/31/2016 Miscellaneous Request	Document Request for EIU-SPSS Syntax

04/04/2016 Quarterly Request (9 Requests)	Quarterly Document Request: 01/01/2016 thru 03/31/2016
March 2016 Monthly Request (Approx. 87 Requests)	Monitor's Monthly Production Request
04/18/2016 Site Visit Request (49 Requests)	Document Request following the April Site Visit
April 2016 Monthly Request (Approx. 87 Requests)	Monitor's Monthly Production Request
May 2016 Monthly Request (Approx. 87 Requests)	Monitor's Monthly Production Request
05/01/2016 Misc. EIS Information Request	Dr. Carnevale Request for EIS Data Information
05/03/2016 Misc. Request	Monitor's Request for information on sale of weapons
05/18/2016 Misc. Request	Paragraph 31 Misc. Skills Manager document request
05/19/2016 Miscellaneous Request	Response to memorandum from Chief Martinez dated 05/06/2016
05/20/2016 Miscellaneous Request	Document Request from Chief Kiyler related to Tip# 8282
05/24/2016 Miscellaneous Request	MCSO Advising Monitor of Command Level Promotions/Transfers

### C. Inspections and Quality Assurance Audits

Consistent with the Court Order's mandate to engage in periodic audits, on September 29, 2014, MCSO created the Bureau of Internal Oversight (BIO) to address Court Order compliance, inspections, and employee performance and misconduct. The BIO conducts audits based on the Institute of Internal Auditor Standards commonly referred to as the "Red Book Standards". In addition to monitoring and ensuring compliance with the Court Order, some of the procedures performed by the auditors include: review of programs; evaluation of compliance with rules, regulations, policies and procedures; quality performance appraisals; and evaluation of safeguards in place to limit losses of various department resources.

The BIO was initially comprised of one captain, three lieutenants, and one sergeant. As the bureau expanded, it was restructured to include two lieutenants, three senior analysts, six sergeants, two analysts, and two administrative assistants.

Consistent with the *Melendres* Order's mandate to engage in periodic audits, on September 29, 2014, MCSO created the Bureau of Internal Oversight (BIO) to assist the Sheriff's Office by

providing timely and professional auditing, as well as investigative, technical and review services. This includes the assessment of management functions, and the promotion of integrity, economy, efficiency and effectiveness of Office programs, services and activities. The BIO operates pursuant to MCSO Policy GH-4, *Bureau of Internal Oversight*, published on May 28, 2015, in addition to all Office policy and procedures.

The BIO includes two MCSO units: the Audits and Inspections Unit (AIU) and the Early Intervention Unit (EIU). The BIO team is comprised of a combination of sworn, detention and civilian Sheriff's Office staff which initially consisted of one Bureau Chief, one captain, three lieutenants, and one sergeant. As the bureau expanded, it was restructured to include one Bureau Chief (Commander), two sworn lieutenants, three senior auditors, six sergeants, two analysts, and two administrative assistants.

The AIU's primary function is to conduct audit and non-audit services for the Sheriff's Office. The AIU conducts audits, based on the Institute of Internal Auditor Standards commonly referred to as the "Red Book Standards", and routine compliance inspections on an ongoing basis. The purpose of the audits is to determine compliance with Office policy, promote proper supervision, and support compliance with the *Melendres* Order.

The EIU is responsible for the implementation, maintenance, and operation of the Early Intervention System (EIS) and for providing training and assistance to the EIS users. The unit conducts data analysis and, when applicable, data input, as well as follow up interventions to address problematic conduct and/or operating procedures.

In March of 2016, the AIU integrated the inspection of Body-Worn Camera (BWC) procedures into both the Traffic Stop Data and Patrol Supervisory Note inspections. The Traffic Stop Data inspection verifies all information on traffic stop data forms match body camera video, verifies BWC video was available, and determines if video recorded the Traffic Stop in its entirety. The BWC footage is inspected in the Patrol Supervisory Note Inspection to determine if supervisors completed the mandatory monthly review of BWC footage in accordance with MCSO Policy GJ-35.

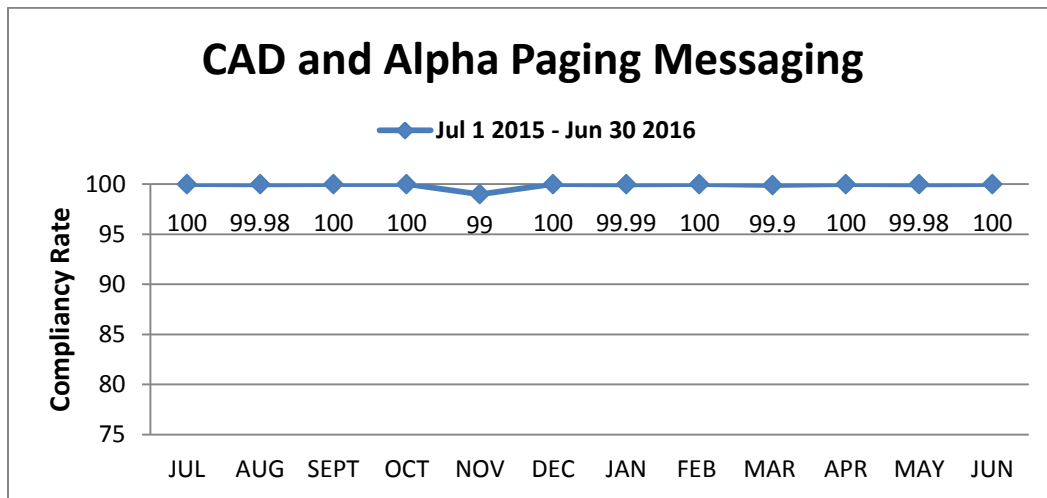
The AIU conducted the first quarterly Supervisory Note Inspection dedicated specifically to the compliance verification of MCSO Policy CP-8, *Preventing Racial and Other Biased-Based Profiling*. The review period for this initial inspection was the second quarter of 2016 (April-June). The primary purpose of this inspection is to determine if supervisors discussed discriminatory policing with subordinates in accordance with Office policy. The AIU conducted a quarterly inspection for patrol, detention, and civilian personnel classifications.

In addition, the AIU conducted the first monthly TraCS Discussion and Review Inspection in June of 2016 to ensure that supervisors are independently reviewing all completed traffic stop documentation within seventy-two (72) hours of completion, and individually discuss the traffic stops made by each deputy. The resulting data will be uniformly inspected utilizing a matrix developed by the Audits and Inspections Unit in accordance with the procedures outlined in Policies EA-11, EB-1, and EB-2, GB-2, and MCSO Administrative Broadcast Number 16-56.

In an effort to adequately provide the Public with current information about MCSO’s audits and compliance inspections, updates are made to the BIO website on a routine basis to meet the requirements of the Court Order. All audits and compliance inspections, the current MCSO Bureau of Internal Oversight Policy GH-4, the organizational chart, and BIO contact information can be found on the BIO website: <http://www.mcsobio.org>.

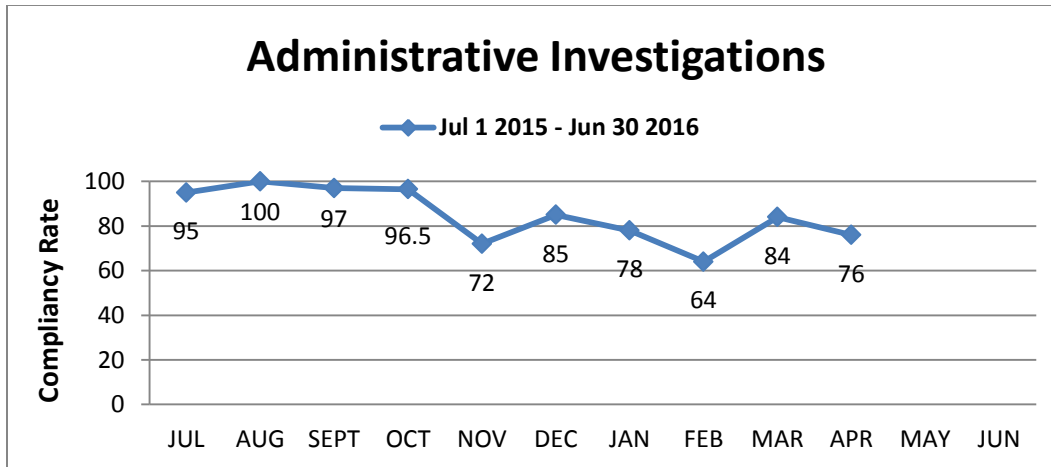
Consistent with the Court Order’s mandate to engage in periodic audits and compliance inspections, the BIO conducted multiple audits and inspections during Fiscal Year 2015-2016. BIO conducted the following inspections:

**CAD/Alpha Paging Messaging Inspection:** The purpose of this inspection is to determine if CAD and Alpha Paging were transmitted in compliance with Office policy and in support of the Melendres Order. A random ten (10) day sample from each month was generated using a research randomizing program, accessed online at <https://www.randomizer.org>. The CAD and Alpha Paging messages transmitted during the selected sample dates were uniformly inspected utilizing a matrix that the BIO developed in accordance with MCSO Policies CP-2, *Code of Conduct*, CP-3 *Workplace Professionalism*, CP-8, *Preventing Racial and Other Biased-Based Profiling*, and GM-1, *Electronic Communication and Voicemail*.

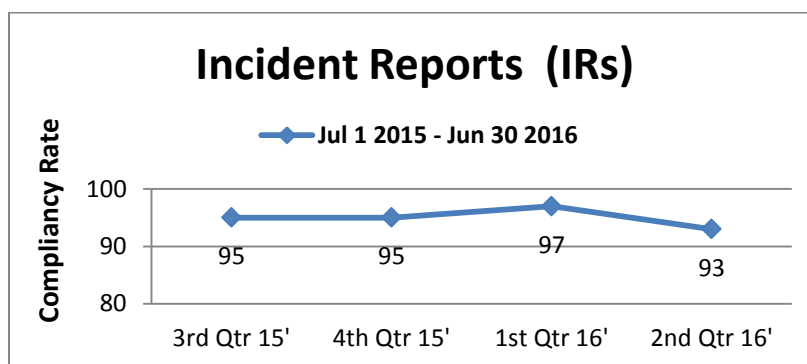


**Administrative Investigations Inspection:**

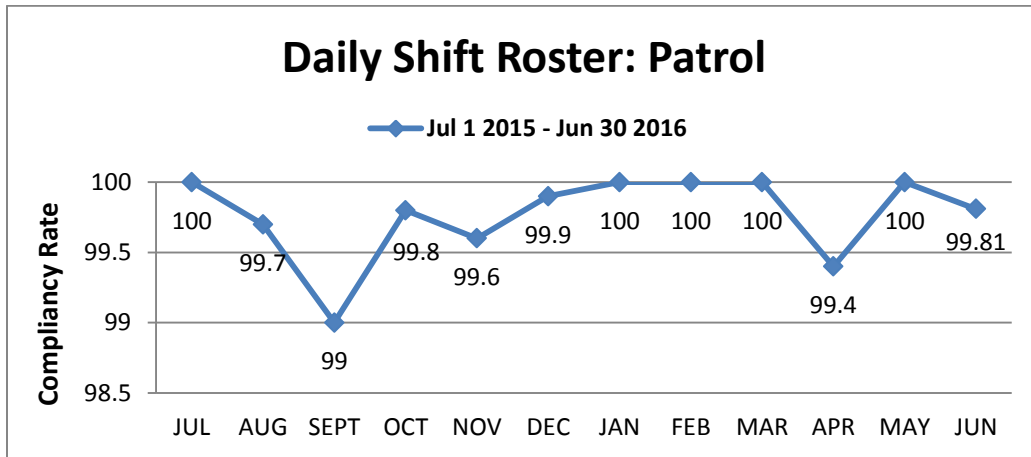
The purpose of this inspection is to determine if the selected administrative investigation cases were conducted in compliance with Office policy and in support of the *Melendres* Order. For this inspection, Bio reviewed a random sample of twenty-five (25) closed cases from each month in the reporting period. The inspection complies with MCSO Policies GH-2, *Internal Investigations* and GC-17, *Employee Disciplinary Procedure*, Policy GJ-26, *Sheriff’s Reserve Deputy Program*, and Policy GJ-27, *Sheriff’s Posse Program*, and is consistent with the Court Order Paragraphs 33,102, and 104. This Inspection is now moving to a semiannual inspection as directed by Judge G. Murray Snow in the Supplemental Permanent Injunction/Judgement Order dated July 20th 2016.



**Incident Report (IRs) Inspection:** The purpose of this inspection is to determine whether Incident Reports are processed in compliance with Office policy, federal and state laws, and the *Melendres* Order. To achieve this purpose, inspectors utilized “FileBound” from the MCSO Records Division to view all IR’s. FileBound is system that all incident reports are scanned into which allows MCSO personnel to electronically retrieve at any time. These entries were uniformly inspected by AIU utilizing a matrix developed by the AIU in accordance with MCSO Policies EA-11, GF-4, CP-2, CP-8, GJ-35, GF-5, Briefing Board Number 14-12, Briefing Board Number 14-28, and Briefing Board Number 16-17.

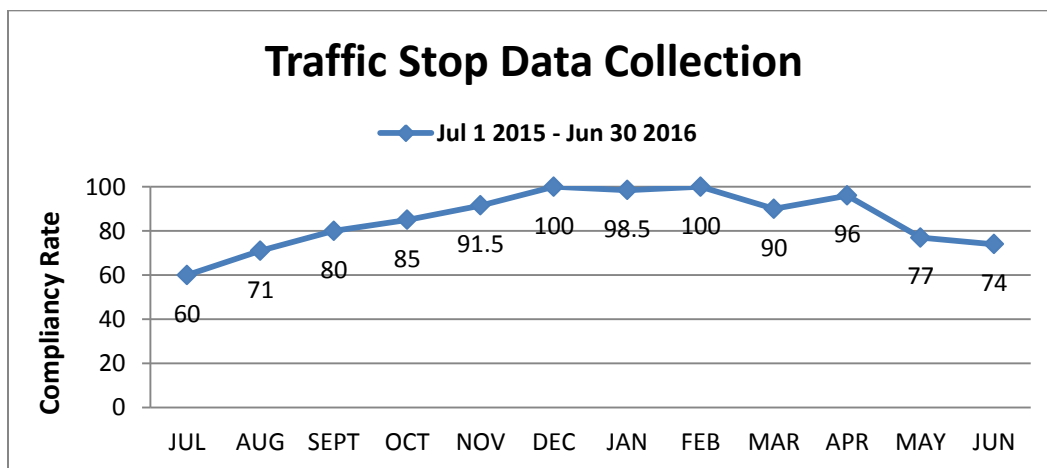


**Daily Shift Roster Inspection-Patrol:** BIO inspects patrol daily shift rosters to determine that supervisors managed the rosters in compliance with Office policy and pursuant to the *Melendres* Order. BIO uniformly inspects the daily shift rosters utilizing a matrix that AIU developed in accordance with the procedures outlined in Policy GB-2 and consistent with Court Order Paragraphs 84 and 86.

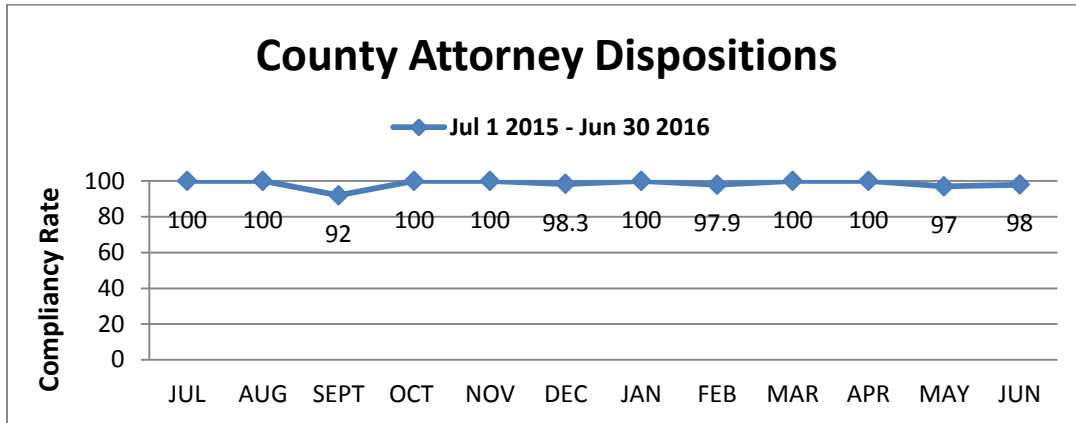


**Traffic Stop Data Collection Inspection:** The purpose of this inspection is to ensure that traffic stop data entries are in compliance with Office policy, promote proper supervision, and support compliance with the *Melendres* Order. The Court Monitors selected a random sample for final inspection.

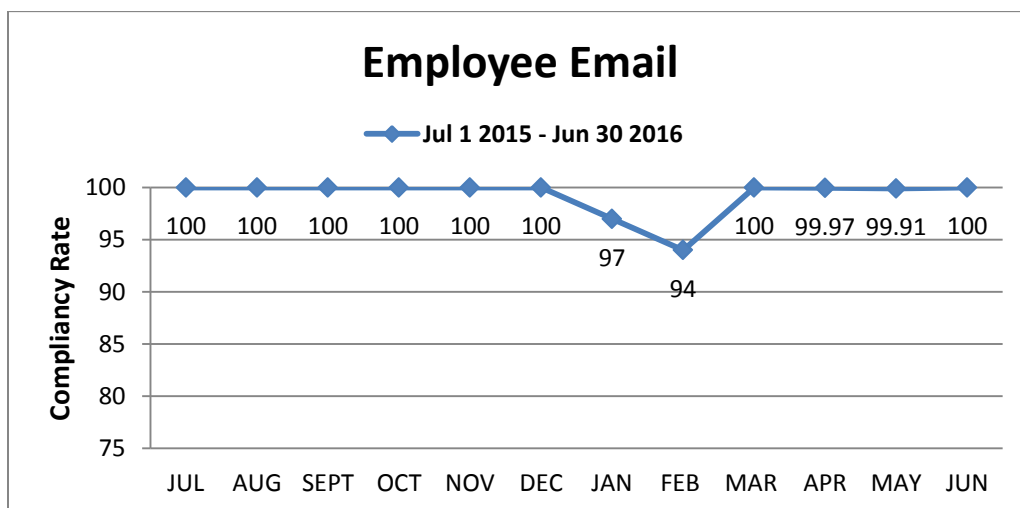
The BIO inspector reviewed traffic stop data collected in the TraCS system, JWI, I-Netviewer, BWC video footage ([www.Evidence.com](http://www.Evidence.com)), and communications recordings. The BIO inspector uniformly inspected entries utilizing a matrix that BIO developed. Additionally, BIO made a JWI inquiry on all deputies involved in the traffic stops to determine if the deputies conducted a license and/or a warrants check during the stop. The following MCSO Policies and Briefing Boards were used in the matrix: EA-3, EA-11, EB-1, EB-2 EB-11, GJ-3, GJ-4 GJ-35, GF-3, CP-1 CP-2, CP-5 CP-8, CP-8.1.A & .5, Briefing Board Numbers 09-31, 13-31 14-12, 14-28, 14-33 14-66, 14-67, 14-68, 15-01, 15-04.



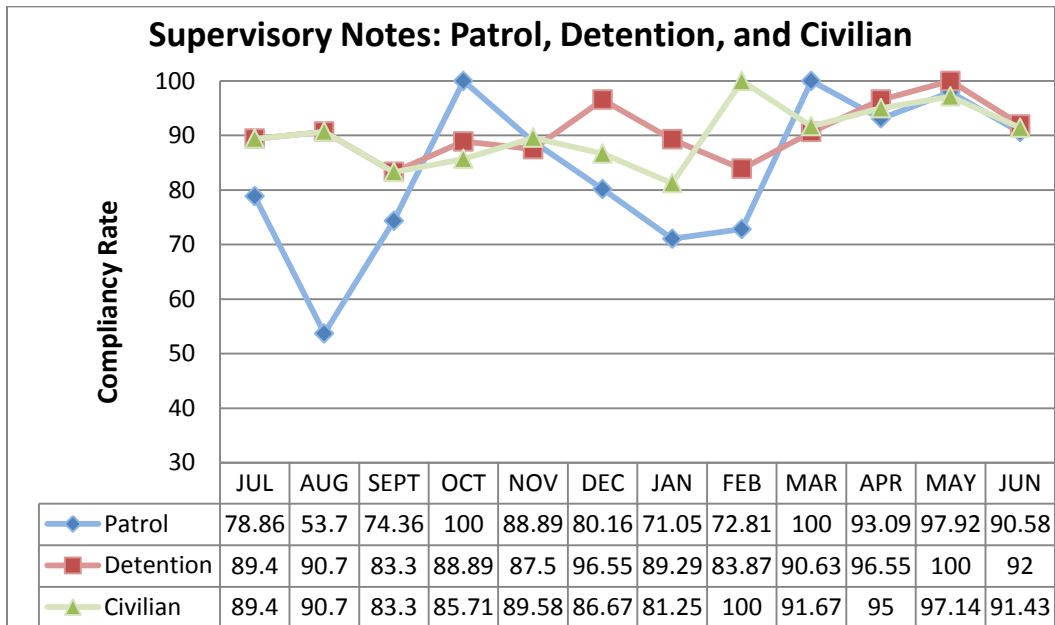
**County Attorney Disposition Inspection:** The purpose of this inspection is to determine whether MCSO processed County Attorney turndowns in compliance with Office policy and the *Melendres* Order. To achieve this, inspectors utilized “IAPro” to generate all turndowns processed within a specific month. Inspectors uniformly inspected turndowns utilizing the Records Division “FileBound” database and the matrix that BIO developed in accordance with MCSO Policies GF-4 and ED-3, and Court Order Paragraph 75.



**Employee Email Inspection:** The purpose of this inspection is to determine employee email accounts are utilized in compliance with Office Policy and the *Melendres* Order. To achieve this, inspectors reviewed a random sample of county email accounts for thirty-five (35) Office employees during the month inspected. To ensure consistency in the inspections, the inspectors utilized the Email Inspection Matrix that AIU developed. This inspection complies with MCSO Policies CP-2, *Code of Conduct*, CP-3, *Workplace Professionalism*, CP-8, *Preventing Racial and Other Biased-Based Profiling*, and GM-1, *Electronic Communications and Voice Mail*, and is consistent with Court Order Paragraphs 22 and 23.



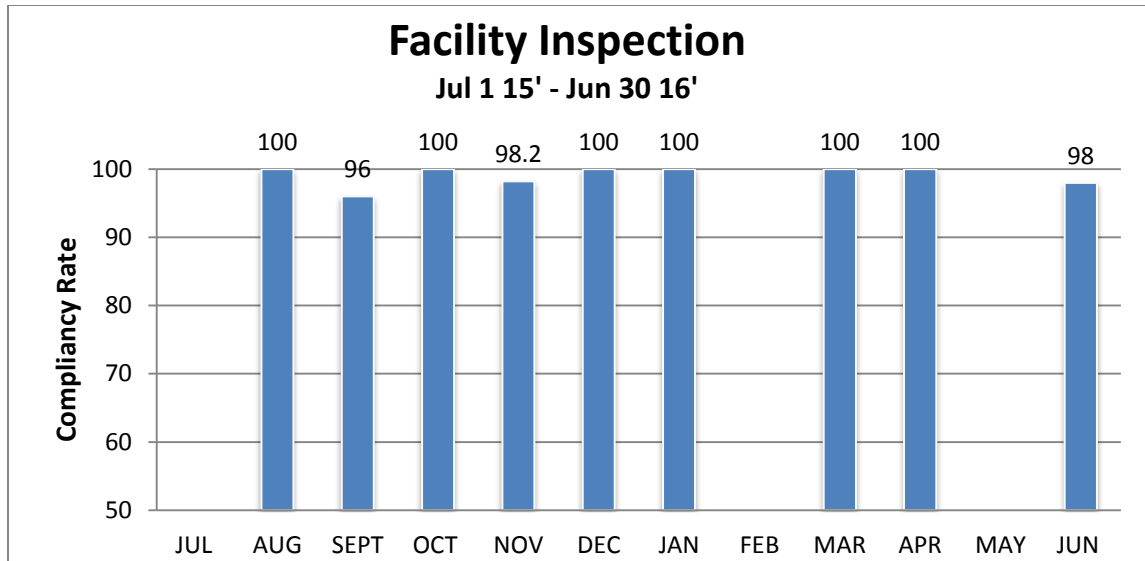
**Supervisory Notes Inspection:** Supervisory Note inspections are conducted on an on-going monthly basis to determine if the notes that supervisors entered into the Blue Team application are in compliance with Office policy and the *Melendres* Order. Inspectors reviewed the supervisory note entries within the IAPro database relative to the random samples that the Monitor Team selected for MCSO patrol, detention, and civilian employees. The BIO uniformly inspected these entries by utilizing the matrix developed by the BIO in accordance with policies CP-8, EA-11, EB-1, and EB-2, GB-2, and GJ-35.



**Property and Evidence Inspection:** The purpose of this inspection is to determine whether MCSO districts/divisions are processing property and evidence items in accordance with Office policy and the *Melendres* Order. The BIO randomly selected districts/divisions and conducted site visits to inspect each district/division. The inspections comply with MCSO Policies GJ-4, *Evidence Control* and GE-3, *Property Management*.

**Facility Inspection:** The purpose of this inspection is to determine whether MCSO facilities are managed and maintained in compliance with Office policy and the *Melendres* Order. To achieve this, inspectors conducted sight visits to randomly selected districts/divisions and utilized the Facility Inspection Checklist, containing 31 points of inspection, to evaluate facility operations.





In June of 2016, the Property and Facility Inspections were combined into one (1) inspection report to also include the inspection of county vehicles assigned to the district/division(s). An independent compliance rate is calculated for each of the property, facility, and the vehicle portions of the report. Then an average of the three compliance rates is calculated to obtain the overall compliance rate for the final inspection report. An example of the average calculation is shown below.

**EXAMPLE:**

**Vehicles Compliance (100) + Property Compliance (95) + Facility Compliance (100) ÷ 300 =  
Overall Compliance Rate (98%)**

**D. Assigning Implementation and Compliance Related-Tasks to MCSO Personnel as Directed by the Sheriff or his Designee**

The CID, with the Sheriff's approval, ensures the proper allocation of document production requests to the appropriate MCSO units to achieve full and effective compliance with the Court Order. Thus, the efforts to achieve compliance and to fulfill the Monitor's requests involve the efforts of MCSO divisions, bureaus, personnel and command staff, as well as personnel from the law firm of Jones, Skelton & Hochuli, P.L.C. and the Maricopa County Attorney's Office. Before its recent addition to the compliance phase, Jones, Skelton & Hochuli, P.L.C. was solely involved in the litigation aspect of this lawsuit. MCSO welcomes the Jones, Skelton & Hochuli's overall assistance with its compliance efforts. The shared effort and allocation of compliance assignments are set forth in Table #2 immediately below.

Table #2	
<b>MCSO Unit Assignments for Court Order</b>	
<b>Section</b>	<b>Unit Name</b>
III. MCSO Implementation Unit and Internal Agency-Wide Assessment	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Jones, Skelton, &amp; Hochuli, P.L.C.</li> </ul>
IV. Monitor Review Process	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Jones, Skelton, &amp; Hochuli, P.L.C.</li> </ul>
V. Policies and Procedures	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Human Resources Bureau, Compliance Division - Policy Section</li> <li>• Maricopa County Attorney's Office</li> <li>• Jones, Skelton, &amp; Hochuli, P.L.C.</li> </ul>
VI. Pre-Planned Operations	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Compliance Division – Policy Section</li> <li>• Detective and Investigations Bureau</li> </ul>
VII. Training	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Maricopa County Attorney's Office</li> <li>• Jones, Skelton, &amp; Hochuli, P.L.C.</li> <li>• Training Division</li> </ul>
VIII. Traffic Stop Documentation and Data Collection and Review	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> </ul>
IX. Early Identification System (EIS)	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> </ul>
X. Supervision and Evaluation of Officer Performance	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Command Staff</li> <li>• Human Resources Bureau, Compliance Division and Personnel Services Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> <li>• Enforcement Bureau</li> <li>• Maricopa County Attorney's Office</li> <li>• Training Division</li> </ul>
XI. Misconduct and Complaints	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Command Staff</li> <li>• Professional Standards Bureau</li> <li>• Supervisors in each unit</li> </ul>
XII. Community Engagement	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Community Outreach Division</li> </ul>

Table #2	
MCSO Unit Assignments for Court Order	
Section	Unit Name
III. MCSO Implementation Unit and Internal Agency-Wide Assessment	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> </ul>
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VI. Pre-Planned Operations	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Compliance Division – Policy Section</li> <li>• Detective and Investigations Bureau</li> </ul>
VII. Training	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Maricopa County Attorney's Office</li> <li>• Training Division</li> </ul>
VIII. Traffic Stop Documentation and Data Collection and Review	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> </ul>
IX. Early Identification System (EIS)	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> </ul>
X. Supervision and Evaluation of Officer Performance	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Command Staff</li> <li>• Human Resources Bureau, Compliance Division and Personnel Services Division</li> <li>• Bureau of Internal Oversight/Early Intervention Unit</li> <li>• Enforcement Bureau</li> <li>• Maricopa County Attorney's Office</li> <li>• Training Division</li> </ul>
XI. Misconduct and Complaints	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Command Staff</li> <li>• Professional Standards Bureau</li> <li>• Supervisors in each unit</li> </ul>
XII. Community Engagement	<ul style="list-style-type: none"> <li>• Court Implementation Division</li> <li>• Community Outreach Division</li> </ul>

#### **Section IV – Monitor Review Process**

The Court Order, Section IV directs submission of policies and appeals, and sets deadlines. Consistent with Paragraph 14 of the Court Order, MCSO responded expeditiously to all requests for documentation. Consistent with paragraph 15, MCSO responds to document requests resubmitted when necessary (e.g., format changes to document requests, changes to training curriculum via the consultant, etc.). Additionally, as per Paragraphs 16 and 31, MCSO promptly disseminated Office policies and procedures, and other documents following Monitor approval.

In an attempt to accelerate the pace of compliance, the Monitor circulated a draft policy and curriculum review proposal. Under this proposal, the parties will have established deadlines to provide their respective revisions to and voice any concerns with MCSO policies and training curricula at issue. As noted above and in the 8th Quarterly Report, the collaborative efforts of the parties and their respective, multiple attorneys, often decelerates the pace of compliance. MCSO has previously voiced its concern regarding such deceleration, as the perception is that any delay was solely MCSO's responsibility—something it wholeheartedly refutes. The Monitor, Parties, and MCSO finalized this document review proposal in August 2016, and believe adherence to the adopted procedures and established deadlines will decrease the amount of time necessary to finalize and deliver MCSO policies and curricula to MCSO personnel.

## **Section V – Policies and Procedures**

The Policy Section of the MCSO is comprised of five members, including three policy analysts (a civilian, a detention officer, and a detention sergeant) who review and revise policies, a section commander (a sworn lieutenant) who oversees personnel and the revision process, and a division commander who oversees the Policy Section, the Legal Liaison Section, and the Policy Compliance Section.

All policies must go through a four-stage process during the review and revision period. This process includes obtaining input from areas of the Office affected by the policies, an intensive review of each policy for grammar, sentence structure, and formatting, and a final review by commanders of affected areas of the Office. The policies related to the Court's Order are subjected to additional review and approval by the Monitor Team. Once the policy has been finalized, approval is needed from the Policy Section chain of command and the Chief Deputy.

Upon receipt of the Court Order, and consistent with the requirements of Paragraph 18 for MCSO to deliver police services consistent with the Constitution and laws of the United States and the State of Arizona, MCSO created new or amended Office Policies and Procedures. In doing so, these policies and procedures ensure equal protection and bias-free policing. To ensure compliance with the Court Order, MCSO continuously conducts a comprehensive review of all Patrol Operations and Policies and Procedures, consistent with Paragraph 19 of the Court Order. The Policy Section reviewed, revised and published fourteen (14) policies relative to the Court Order. (*See Table #3.*) The Monitor reviewed and approved all fourteen (14) policies. In addition, fourteen (14) Briefing Boards and thirteen (13) Administrative Broadcasts were issued to ensure prompt compliance with new or amended policies and practices. (*See Table #6 and Table #7.*)

Consistent with the requirements of Paragraph 31, MCSO ensured Office personnel received, read, and understood these policies, as they were disseminated via the Briefing Board and made available on MCSO Intranet. MCSO utilize its E-Policy system to memorialize and track each employee's receipt of these policies and procedures. These policies and procedures also were provided and discussed during Court Order related training on Bias-Free Policing, and Detention, Arrests, and Immigration Related Laws, which was completed January 2016.

<b>Dissemination of Court Order Related Policies (Table #3)</b>		
<b>Policy Number</b>	<b>Policy Name</b>	<b>Effective date</b>
<b>CP-11</b>	<i>Anti-Retaliation</i>	09-17-15
<b>EA-5</b>	<i>Enforcement Communications</i>	10-29-15
<b>GA-1</b>	<i>Development of Written Orders</i>	11-07-15
<b>GC-7</b>	<i>Transfer of Personnel</i>	11-07-16

<b>GF-5</b>	<i>Incident Report Guidelines</i>	11-07-15
<b>CP-5</b>	<i>Truthfulness</i>	11-17-15
<b>CP-8</b>	<i>Preventing Racial and Other Biased-Based Profiling</i>	11-17-15
<b>GJ-33</b>	<i>Significant Operations</i>	11-18-15
<b>GH-5</b>	<i>Early Intervention System</i>	11-18-15
<b>EB-2</b>	<i>Traffic Stop Data Collection</i>	12-17-15
<b>CP-3</b>	<i>Workplace Professionalism</i>	01-12-16
<b>GB-2</b>	<i>Command Responsibility</i>	01-12-16
<b>CP-2</b>	<i>Code of Conduct</i>	02-13-16
<b>EA-11</b>	<i>Arrest Procedures</i>	06-15-16

Since the Policy Section's initial response to the 2013 Court Order and the 2014-2015 Annual Assessment, the Policy Section has identified nineteen (19) additional Court Order related policies during the 2015 – 2016 Annual Assessment. (See Table #4.) During this reporting period, the Policy Section continued the reviewing and revision process of the thirty-nine (39) policies set forth in Table #4 immediately below.

<b>Order Related Policies Under Review/Revision Process (Table #4)</b>		
<b>Policy Number</b>	<b>Policy Name</b>	<b>Effective date</b>
<b>CP-2</b> (2014)	<i>Code of Conduct</i>	02-13-16
<b>CP-3</b> (2016)	<i>Workplace Professionalism</i>	01-12-16
<b>CP-5</b> (2016)	<i>Truthfulness</i>	11-17-15
<b>CP-8</b> (2014)	<i>Preventing Racial and Other Biased-Based Profiling</i>	11-17-15
<b>CP-11</b> (2016)	<i>Anti-Retaliation</i>	09-16-15
<b>DD-2</b> (2016)	<i>Inmate Property Control</i>	Pending
<b>EA-3</b> (2016)	<i>Field Interviews</i>	Pending
<b>EA-5</b> (2014)	<i>Enforcement Communications</i>	10-29-15
<b>EA-11</b> (2014)	<i>Arrest Procedures</i>	06-15-16
<b>EB-1</b> (2014)	<i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i>	Pending

<b>EB-2</b> (2014)	<i>Traffic Stop Data Collection</i>	12-17-15
<b>EB-7</b> (2016)	<i>Traffic Control and Services</i>	Pending
<b>ED-2</b> (2016)	<i>Covert Operations</i>	Pending
<b>GA-1</b> (2015)	<i>Development of Written Orders</i>	11-07-15
<b>GB-2</b> (2015)	<i>Command Responsibility</i>	01-12-16
<b>GC-4</b> (2015)	<i>Employee Performance Appraisals</i>	Pending
<b>GC-7</b> (2015)	<i>Transfer of Personnel</i>	11-07-15
<b>GC-13</b> (2016)	<i>Awards</i>	Pending
<b>GC-17</b> (2014)	<i>Employee Discipline Procedures</i>	Pending
<b>GE-3</b> (2016)	<i>Property Management</i>	Pending
<b>GF-1</b> (2016)	<i>Criminal Justice Data Systems</i>	Pending
<b>GF-3</b> (2015)	<i>Criminal History Record Information and Public Records</i>	Pending
<b>GF-5</b> (2015)	<i>Incident Report Guidelines</i>	11-06-15
<b>GG-1</b> (2015)	<i>Peace Officer Training Administration</i>	Pending
<b>GG-2</b> (2016)	<i>Detention/Civilian Training Administration</i>	Pending
<b>GH-2</b> (2016)	<i>Internal Investigations</i>	Pending
<b>GH-4</b> (2015)	<i>Bureau of Internal Oversight</i>	Pending
<b>GH-5</b> (2016)	<i>Early Intervention System</i>	11-18-15
<b>GI-7</b> (2016)	<i>Bias Free Tips and Information Processing</i>	Pending
<b>GJ-3</b> (2016)	<i>Search and Seizure</i>	Pending
<b>GJ-4</b> (2016)	<i>Evidence Control</i>	09-14-15
<b>GJ-24</b> (2016)	<i>Community Relations and Youth Programs</i>	Pending
<b>GJ-26</b> (2015)	<i>Sheriff's Reserve Deputy Program</i>	Pending
<b>GJ-27</b> (2015)	<i>Sheriff's Posse Program</i>	Pending
<b>GJ-33</b> (2015)	<i>Significant Operations</i>	11-18-15
<b>GJ-35</b> (2015)	<i>Body-Worn Cameras</i>	Pending
<b>GJ-36</b> (2016)	<i>Use of Digital Recording Devices</i>	Pending
<b>GM-1</b> (2015)	<i>Electronic Communications and Voicemail</i>	Pending

<b>GN-1</b> (2016)	<i>Criminal Intelligence Operations</i>	Pending
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The Policy Section worked with the Court Implementation Division and the Bureau of Internal Oversight to research, develop, and implement two new Court Order related policies set forth in Table #5 immediately below.

<b>New Court Order Related Policies (Table #5)</b>		
<b>Policy Number</b>	<b>Policy Name</b>	<b>Effective date</b>
<b>GF-5</b>	<i>Incident Report Guidelines</i>	11-07-15
<b>GH-5</b>	<i>Early Intervention System (EIS)</i>	11-18-15

The Briefing Board is an official informational publication that MCSO uses to announce revised, time-sensitive changes to MCSO policy. The Briefing Board has the same force and effect as written policy. In May 2014, MCSO initiated the use of Administrative Broadcasts to announce non-policy related information. During this time period, the Policy Section published fourteen (14) Court Order related Briefing Boards and twelve (12) Court Order related Administrative Broadcasts.

MCSO published the following Briefing Boards set forth in Table #6, immediately below, during this reporting period.

<b>MCSO Briefing Boards (Table #6)</b>		
<b>B.B.#</b>	<b>Subject</b>	<b>Date Issued</b>
15-19	Seizure of Drivers' License and License Plates	08-27-15
15-22	New Policy – CP-11, <i>Anti-Retaliation</i>	09-16-15
15-26	Publication of Policy EA-5, <i>Enforcement Communications</i> .	10-28-15
15-27	Policy Rescission – GH-1, <i>Inspections</i> : Information now found in Policy GH-4, <i>Bureau of Internal Oversight</i>	10-28-15
15-29	Publication of policies: GA-1, <i>Development of Written Orders</i> ; GC-7, <i>Transfer of Personnel</i> . New policy: GF-5, <i>Incident Report Guidelines</i> . Rescinded policy: EA-18, <i>Sample Incident Report Guidelines</i> .	11-06-15
15-30	Publication of policies: CP-4, <i>Emergency and Pursuit Driving</i> ; CP-5, <i>Truthfulness</i> ; CP-8, <i>Preventing Racial and Other Biased-Based Profiling</i> .	11-16-15
15-32	Publication of Policies: GJ-33, <i>Significant Operations</i> . New policy: GH-5, <i>Early Identification Systems (EIS)</i>	11-17-15
15-38	Publication of Policy: EB-2, <i>Traffic Stop Data Collection</i>	12-16-15
15-40	Special Briefing Board – Information Every Employee Needs to Know	12-18-15



16-01	Publication of policies: CP-3, <i>Workplace Professionalism</i> ; GB-2, <i>Command Responsibility</i> . Policy rescissions: EA-1, <i>Enforcement Bureau Operations</i> ; DE-4, <i>Custody Bureau Division Commanders</i> .	01-11-16
16-08	Publication of policy: CP-2, <i>Code of Conduct</i> .	02-12-16
16-11	Immediate Policy Change: GB-2, <i>Command Responsibility</i> . More detail added to arrests which supervisors are required to respond to.	03-29-16
16-17	Immediate policy change: GJ-35, <i>Body-Worn Cameras</i> . Details on the circumstances when a body-worn camera may be turned off.	04-14-16
16-22	Publication of Policy: EA-11, <i>Arrest Procedures</i> .	06-14-16

MCSO published the following twelve (12) Administrative Broadcasts set forth in Table #7, immediately below, during this reporting period.

<b>MCSO Administrative Broadcasts (Table #7)</b>		
<b>A.B.#</b>	<b>Subject</b>	<b>Date Issued</b>
15-91	Posse Program: Active posse members have completed mandatory 20-hours of Bias-Free Policing and Arrest and Detention training.	08-20-15
15-96	Security of Paper Traffic Stop Forms	09-08-15
15-97	New Radio Disposition Codes	09-10-15
15-114	Message from Chief Trombi: Mandatory Bias Free Policing training	11-20-15
16-04	TraCS Update	01-12-16
16-07	Bureau of Internal Oversight, Early Intervention Unit	01-19-16
16-37	TraCS Update	04-14-16
16-42	Early Identification System Alerts	05-05-16
16-49	Daily Activity Patrol Logs	05-18-16
16-53	Supervisory review of Patrol Activity Logs	05-27-16
16-56	TraCS Processes Update: Discussed with Deputy Indicator and Supervisory Review Process	06-02-16
16-62	TraCS Update	06-29-16

Consistent with the Court Order Paragraph thirty-one (31) requirements regarding MCSO personnel's receipt and comprehension of the policies and procedures, the Policy Section

utilized the E-Policy system which MCSO developed and implemented in January 2015. Throughout the year, MCSO distributed and required attestation of all Briefing Boards and published policies. E-Policy memorializes and tracks employee compliance with the required reading of MCSO Policy and Procedures, as well as an employee's attestation that he or she understands the policies and procedures read, and that the employee agrees to abide by the requirements of those policies and procedures. Via E-Policy, MCSO makes the Critical, Detention, Enforcement, and General Policies a readily available resource for all MCSO personnel.

The following provides further explanation of the Briefing Boards that MCSO published during this reporting period:

- Briefing Board 15-19: Seizure of Driver's License and License Plates: This Briefing Board reminded all employees of Briefing Board 15-04 and put employees on notice that should they have in their possession any of the items listed in *Briefing Board No. 15-04*, they are to impound such items immediately, complete a corresponding memorandum that carefully documents the circumstance under which they possess these items, and forward it to the Court Implementation Division (CID) through their chain of command.
- Briefing Board 15-22: Publishing of new Policy CP-11, *Anti-Retaliation* and the requirement to read and acknowledge an understanding of the Policy through E-Policy.
- Briefing Board 15-26: Publishing of revised Policy EA-5, *Enforcement Communications* and the requirement to read and acknowledge an understanding of the Policy through E-Policy.
- Briefing Board 15-27: Rescission of Policy GH-1, *Inspections* and the requirement to read and acknowledge an understanding of the rescission through E-Policy.
- Briefing Board 15-29: The publishing of revised policies GA-1, *Development of Written Orders* and GC-7, *Transfer of Personnel*, the publishing of new Policy GF-5, *Incident Report Guidelines*, the rescission of Policy EA-18, *Sample Incident Report Formats* and the requirement to read and acknowledge an understanding of the policies and rescission through E-Policy.
- Briefing Board 15-30: The publishing of revised policies CP-4, *Emergency and Pursuit Driving*, CP-5, *Truthfulness*, CP-8, *Preventing Racial and Other Biased-Based Profiling* and the requirement to read and acknowledge an understanding of the policies through E-Policy.
- Briefing Board 15-32: The publishing of revised policies GJ-33, *Significant Operations*, the publishing of new Policy GH-5, *Early Identification Systems*, and the requirement to read and acknowledge an understanding of the policies through E-Policy.
- Briefing Board 15-38: Publishing of revised Policy EB-2, *Traffic Stop Data Collection*

and the requirement to read and acknowledge an understanding of the Policy through E-Policy.

- Briefing Board 15-40: *Special Briefing Board-Information Every Employee Needs To Know* published December 18, 2015 is an annual announcement that reminds Office employees of their obligations to the referenced policies and reinforces the Office's commitment to ensure full compliance. Consistent with the requirements of Paragraph 22, in which MCSO leadership is to unequivocally and consistently reinforce to subordinates that discriminatory policing is unacceptable, the topics discussed in this Briefing Board included CP-8, *Preventing Racial and Other Bias-Based Profiling*, CP-3, *Workplace Professionalism*, and GC-17, *Employee Discipline Procedure*. Additionally, consistent with the requirements of paragraph 23, this Briefing Board discussed the appropriate use of county email, which prohibits the use of county email in a manner that discriminates against or denigrates anyone on the basis of race, color, or national origin. To reinforce the importance of this Briefing Board, compensated deputies, reserve deputies, detention officers, and posse members were required to access E-Learning to acknowledge receipt of and understanding of the bulletin.
- Briefing Board 16-01: The publishing of revised policies CP-3, *Workplace Professionalism*, GB-2, *Command Responsibility*; the rescission of Policy EA-1, *Enforcement Bureau Operations*, and the requirement to read and acknowledge an understanding of the policies and rescission through E-Policy.
- Briefing Board 16-08: Publishing of revised Policy CP-2, *Code of Conduct* and the requirement to read and acknowledge an understanding of the Policy through E-Policy.
- Briefing Board 16-11: Immediate Policy Change to GB-2, *Command Responsibility* that further establishes additional requirements of effective supervisors to respond to the scene of certain arrests.
- Briefing Board 16-17: Immediate Policy Change to GJ-35, *Body-Worn Cameras* regarding Operational Guidelines.
- Briefing Board 16-22: Publishing of revised Policy EA-11, *Arrest Procedures* and the requirement to read and acknowledge an understanding of the Policy through E-Policy.

The following provides further explanation of the MCSO Administrative Broadcasts published during this reporting period:

- MCSO Administrative Broadcast 15-91: Posse Program roster of active posse members who have completed the mandatory 20 hour Bias-Free Policing and Arrest and Detention training.
- MCSO Administrative Broadcast 15-96: Security of Paper Traffic Stop Form protocols

to maintain the integrity and security of hand written traffic stop data forms at all divisions of the Office.

- MCSO Administrative Broadcast 15-97: New Radio Disposition Codes regarding the tracking of seized property on civil and criminal traffic stops.
- MCSO Administrative Broadcast 15-114: 4<sup>th</sup> and 14<sup>th</sup> Amendment training, combined with the MANDATORY Bias Free Policing training.
- MCSO Administrative Broadcast 16-04: TraCS Update to correct an issue with the printed version of the DUI Admin Per Se Affidavit that was released on December 30, 2015
- MCSO Administrative Broadcast 16-07: The Bureau of Internal Oversight is currently soliciting applications from deputy sergeants interested in an assignment within the Early Intervention Unit (EIU).
- MCSO Administrative Broadcast 16-37: TraCS Update includes two significant changes:
  1. The “GET GPS” button has been removed. GPS information will be gathered from CAD when TraCS data is pulled for reporting purposes.
  2. TraCS login information will always be used to populate the Deputy Name and Serial Number on all forms except for Property Receipts and Tow Sheets; and cannot be changed.
- MCSO Administrative Broadcast 16-42: Early Identification System Alerts – In order to maintain compliance with documentation as outlined in this Policy, threshold alerts are now sent from the EIU to the immediate supervisor of the identified employee using the EIS Blue Team application.
- MCSO Administrative Broadcast 16-49: Daily Activity Patrol Logs – The Office is implementing Daily Activity Patrol Logs for use within the Patrol Bureau for deputy and first line supervisory personnel functioning in a patrol capacity.
- MCSO Administrative Broadcast 16-53: Supervisory Review of Patrol Activity Logs – Effective June 1 2016, the Office will implement Patrol Activity Logs and supervisors shall begin reviewing Patrol Activity Logs for all patrol personnel.
- MCSO Administrative Broadcast 16-56: TraCS Processes Update – “Discussed With Deputy” indicator within TraCS shall be used by all sworn supervisory personnel. To facilitate tracking of these discussions, this indicator has been added to the TraCS Forms Manager that supervisors will use to indicate a discussion has taken place with the deputy regarding a stop.

- MCSO Administrative Broadcast 16-62: TraCS Update regarding the *Maricopa County Sheriff's Office Vehicle Stop Contact Form*. When a *Maricopa County Sheriff's Office Vehicle Stop Contact Form* is created, TraCS will now automatically access the Computer Aided Dispatch (CAD) system and return the following fields from the Incidental Contact, Citation or Warning form through the auto-populate feature when an Event Number (MC#) is entered

During this reporting period, the Policy Section has taken major steps toward compliance with the Court's Order by:

- Promulgating CP-8, *Preventing Racial and Other Bias-Based Profiling*, to clearly prohibit discriminatory policing, pursuant to Paragraph 21 of the Court Order through another revision of the policy which was published on November 16, 2015.
- Revising policy related to traffic enforcement (EB-2, *Traffic Stop Data Collection*, GH-5, *Early Intervention System*) to prohibit racial profiling in the enforcement of traffic laws, pursuant to Paragraph 25 of the Court Order.
- Revising policies related to detentions and arrests, EA-11, *Arrest Procedures*, to ensure that race or ethnicity is not a factor in establishing reasonable suspicion or probable cause, pursuant to Paragraph 26 of the Court Order.
- Revising policies for pre-planned operations: GJ-33, *Significant Operations* pursuant to Section VI; GB-2, *Command Responsibility* pursuant to Paragraph 83; and GA-1, *Development of Written Orders* pursuant to paragraph 31 of the Court Order.
- Reviewing and revising policies and procedures as necessary upon notice of a policy deficiency during audits or reviews, pursuant to Paragraph 34 of the Court Order.

The Policy Section will continue to review all Patrol Operations Policies and Procedures and make appropriate amendments, as needed, to ensure they reflect the Court's permanent injunction and the Court Order; and remain current with professional standards and the laws of the state of Arizona and the United States Constitution.

During this rating period, in addition to creating and revising Court Order related policies, the Policy Section reviewed one hundred nineteen (119) MCSO policies in preparation for revision, continued with its annual review of all Critical Policies, and published Fifty-three (53) Briefing Boards and one hundred twenty eight (128) Administrative Broadcasts.

## **Section VI – Pre-Planned Operations**

The Court Order, Paragraph 36, requires that MCSO develop a written protocol including a statement of operational motivations and objectives, parameters for supporting documentation, operational plans, and instructions for supervisors, deputies, and posse members. To comply with Paragraph 36, MCSO developed and disseminated Office Policy, GJ-33, *Significant Operations*. GJ-33 includes protocol templates and instructions for Significant Operations and Patrols as the Court Order, Section VI directs. MCSO completed training for this policy on December 31, 2014.

MCSO did conduct and significant operations during this annual reporting period.

On December 15, 2014, MCSO voluntarily enjoined itself from investigating identity theft for the purpose of gaining employment.

On January 6, 2015 as a direct result of United States District Court Judge David G. Campbell's January 5, 2015 Order in *Puente Arizona v. Joseph Arpaio*, which was previously distributed via CID, the MCSO immediately ceased any active, pending, and future investigations related to A.R.S. §13-2009(A)(3) and the portion of A.R.S. § 13-2008(A) that addresses actions committed "with the intent to obtain or continue employment." Additionally, MCSO disbanded the investigative branch known as the Criminal Employment Unit ("CEU"). On January 19, 2015, MCSO reassigned the deputies formerly assigned to the CEU to various divisions and districts, as appropriate, for the needs of the Office. The CEU was removed from the Special Investigations Organizational Chart and Operations Manual, and any CEU identifiers within the Office that indicated the existence of such a unit were also removed. MCSO also returned the grant funding provided by the State of Arizona to enforce these crimes.

## **Section VII – Training**

Training is one of the cornerstones of the Court Order which requires various and additional training of MCSO personnel a requisite for MCSO compliance. The Court's Order requires MCSO to develop three types of training: 1) Bias-Free Policing consistent with paragraphs 48 and 49; 2) Detentions, Arrests, and Immigration-Related Laws consistent with paragraphs 50 and 51; and 3) Supervisor and Command Level Training consistent with paragraphs 52 and 53. A great deal of training has occurred and will continue to occur. And recently, MCSO has accomplished the much discussed supervisor training.

MCSO's failure to deliver the Supervisor Training has long been a topic of discussion in the Monitor's reports due to its importance in MCSO's reform process. For that reason, it should be considered a great accomplishment that MCSO began delivering the mandated supervisor Training. The first offering of the Supervisor Responsibilities: Effective Law Enforcement (SRELE) Training Course commenced June 13, 2016 and concluded in July 2016. The approval and finalization of training is a collaborative effort amongst MCSO, the Monitor, and the parties. MCSO thanks all the involved parties for the roles that they played in making the Supervisor Training delivery possible. MCSO looks forward to such continued collaboration which will enable it to achieve its goal of full and effective compliance with all aspects of the Court's Orders.

Consistent with Paragraph 31, beginning in January, 2015, e-Policy, a web-based system, operating similar to e-Learning, has become the standard communication device to ensure employees receive notification and method to view MCSO policies published, changed, or rescinded. From this moment, all communication of policy revisions and/or creations has been communicated via E-Policy.

Only instructors approved as stated in Paragraph 42 of the Court Order were utilized to provide instruction of the listed Training courses. To achieve compliance with Paragraph 42, proposed instructors for each individual course, were submitted for review for the following courses:

- 2014 Two-Day Initial Training (Now known as the 4<sup>th</sup> and 14<sup>th</sup> Amendment Training and the Bias-Free Policing)
- 2015 ACT (Annual Combined Training)
- 2015 Body-Worn Cameras
- 2015 TraCS
- 2016 Admin Investigation Checklist – Standardized Forms
- 2016 SRELE (Supervisor Responsibilities: Effective Law Enforcement)
- 2016 ACT (Annual Combined Training)

Consistent with Paragraph 46 of the Court Order, MCSO provided curriculum and related materials to the Monitor and for Court Order related Training.

**In relation to Paragraphs 43, 44, 47, 48, and 50 MCSO completed the following:**

- The 2016 Supervisor Responsibilities: Effective Law Enforcement (SRELE) Training Course was offered five (5) times in this reporting period. One SRELE Train the Trainer was offered.
  - 1) Sworn Sergeants and above supervisory personnel attended the SRELE class.
  - 2) The training commenced in June 2016 and concluded in July 2016.
- The 2015 TraCS class was offered thirty-four (34) times in this reporting period. One Train the Trainer class was offered.
  - 1) All required sworn personnel attended and passed.
  - 2) An annual review was conducted to update material, and submitted to the Monitor for review and subsequent approval.
- The 2014 2 Day Initial Training (4<sup>th</sup> and 14<sup>th</sup> Amendment, along with Bias-Free Policing) was offered four (4) times during this reporting period.
  - 1) The training was held for newly graduated deputies, new posse members, and new reserve deputies.
  - 2) Currently, a review underway to update material.
- The 2015 Annual Combined Training was offered (forty-seven (47) times during this reporting period.
  - 1) Classes were provided to the MCSO classifications of Sworn, Posse, Reserve and Retired Reserve.
  - 2) Classes were held mostly at the MCSO Training Center. Two classes were held in Sun City, and three classes were held in Sun City West.
  - 3) Those personnel who failed (Posse only) either attended a second class and passed, or resigned their post.
  - 4) As this was for 2015, MCSO developed the 2016 Annual Combined Training lesson plan and the Monitor has just recently approved it. A “train the trainer” session is currently scheduled to occur on Monday, September, 19, 2016.
- The 2016 Admin Investigations Checklist – Standardized Forms.
  - 1) Nineteen (19) classes were provided to Sworn Sergeants, Lieutenants and Captains. The classes were held at various MCSO facilities throughout Maricopa County.
  - 2) All personnel who attended passed the written examination.
- Blue Team class was offered three (3) times during this reporting period.
  - 1) The Blue Team class was held at the MCSO Training Center.
  - 2) The class was provided for newly graduated deputies.
- The 2015 Body Worn Camera class was offered twenty-eight (28) times during this reporting period.
  - 1) The BWC class was held at the MCSO Training Center.
  - 2) Sworn personnel attended this required class; all attendees passed the class.
  - 3) A review is underway to update the subject material.



In relation to Policy GG-1 (Peace Officer Training Administration), the Monitor's 8th Quarterly Report noted that this policy had not been approved and recommended that MCSO prioritize the finalization of this policy. The finalization of Policy GG-1 and GG-2 are high on the priority list for MCSO, as a 5% increase in Phase 1 Compliance is anticipated once the policies are published.

Prior to the Court Order, MCSO had one training policy for continuing training (Policy GG-2: Training Administration). After the Order was issued, MCSO split the continuing training policy into two separate policies. Policy GG-1, Peace Officer Training Administration, was created to provide guidelines and administrative procedures for sworn training and all Court Ordered Training. Policy GG-2: Training Administration was created to provide guidelines and administrative procedures for all other training for civilian and detention employees.

On September 11, 2015, The Monitor returned this version of GG-1 to MCSO with Monitor comments. MCSO submitted a new version of GG-1 on January 22, 2016 in which the previous comments were addressed. The Monitor returned this version of GG-1 to MCSO with additional, different comments on February 26, 2016. MCSO then received further direction from the Monitor on this policy on March 1, 2016. MCSO subsequently sent a third version of GG-1 to the Monitor on April 28, 2016. The Monitor returned this version of GG-1 to MCSO with comments from the Monitor and the parties on June 06, 2016. MCSO revised GG-1 to address comments and was preparing to re-submit it to the Monitor when the Second Supplemental Permanent Injunction was issued on July 20, 2016. MCSO did not submit GG-1 due to the fact that it needed to be updated to reflect the requirements of the Second Amended Second Supplemental Permanent Injunction. MCSO produced this version of GG-1 to the Monitor and parties on August 19, 2016.

### **Section VIII – Traffic Stop Documentation And Data Collection And Review**

MCSO disseminated or updated, three related policies, EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance*; EB-2, *Traffic Stop Data Collection*; and CP-8, *Preventing Racial and Other Biased-Based Profiling*. These policies address traffic stop requirements to ensure that traffic stops are bias-free.

During this rating period, the BIO conducted nine (9) traffic stop related inspections to comply with the Court's Order, Paragraph 64. (*see* Section III-D.) The Monitor Team chose a random sample of traffic stops for each inspection. The inspections comply with MCSO Policies EB-1, Traffic Enforcement, Violator Contacts, and Citations Issuance, and EB-2, Traffic Stop Data Collection, and are consistent with the Court Order, Paragraphs 54 a-m, 55, 56, and 57. Respective division commanders received BIO Action Forms for any deficiencies.

- The traffic stop data collection compliance rate for the third quarter of 2015 was 60% in July, 71% in August and 80% in September 2015.
- The traffic stop data collection compliance rate for the fourth quarter of 2015 was 85% in October, 91.5% in November and 100% in December 2015.
- The traffic stop data collection compliance rate for the first quarter of 2016 was 98.5% in January 2016, 100% in February and 90% in March 2016.
- The traffic stop data collection compliance rate for second quarter of 2016 was 96% in April, 77% in May and 74% in June 2016, with an overall compliance of 82.3%. With the implementation of body worn cameras, the AIU's inspection matrix increased beyond the scope of the *Melendres* Court Order or Court Monitors, giving some explanation for the 13.67% decrease.

Further, MCSO implemented a system that allows deputies to input traffic stop data electronically. As of July 1, 2015, MCSO installed all one hundred eighty three (183) marked patrol vehicles assigned to the Patrol Bureau with the electronic equipment, including the TraCS system, to capture traffic stop data consistent with Paragraph 54 of the Court Order, as well as the issuance of a contact receipt to the vehicle occupants.

During this reporting period, MCSO continued to revise the TraCS system to more accurately track data. (*See* Appendix D.)

On October 10, 2014, the Court amended its Order because MCSO and the Plaintiffs agreed to MCSO to purchase, utilize, and maintain on-person audio and video equipment. The BIO and the Technology Management Bureau visited the Oakland Police Department to learn about the usage, maintenance, and security of audio and video recording equipment. MCSO compared body cameras offered. The Monitor and Plaintiff approved the Taser Axon Flex camera system. This system is worn around the head area and provides different wear options, enabling the camera to specifically look where the user is looking. The EVIDENCE.com cloud platform provides a storage solution for digital evidence captured from the camera.

On January 21, 2015 Maricopa County approved the contract between Maricopa County and Taser International (14113-IGA) to purchase 700 Taser Axon Flex camera systems, docking stations, CAD integration with EVIDENCE.com digital storage solution, and additional storage.

On June 24, 2015 MCSO published and disseminated (via e-Policy) Office Policy GJ-35, Body-Worn Cameras, e Body Camera Inspection Methodology and Body Camera Inspection Checklist. MCSO published an Addendum to Policy GJ-35, Body-Worn Cameras by issuing Briefing Board 16-17 on April 14, 2016. This Briefing Board covered instances when the body camera could be deactivated during a contact along with other policy guidance. After the parties reviewed it, the Monitor approved this Briefing Board.

The Training Division worked with Taser International to develop a lesson plan for Body-Worn Cameras. On June 26, 2015, MCSO provided the lesson plan to the Monitor for review. The Training Division held a “train the trainer” session on September 16, 2015, and began delivering the Training on September 21, 2015.

A proof of concept at District 6, Queen Creek, was initiated the first week of November. After end-to-end testing for a week, the project went live on November 12, 2015 for one squad. The entire District was live by December 1, 2015. The plan was to roll out one site per week beginning with District 1 in the first week of December with a target to complete implementation by the end of the month.

However, during the pilot, several issues were identified that required further follow-up and resolution before proceeding. First among those was the question of battery life. Preliminary reports were that battery life was limited to six to eight hours. We are following up with Taser International to determine if there is a problem with the batteries deployed. Other issues to be addressed include video tagging on evidence.com. The Technology Bureau is working with Taser International to address these problems.

In January of 2016, body-worn cameras were deployed in District 1, District 2, District 3, District 7, SWAT Division, Enforcement Support, and the Anthem Deputies assigned to District 4. Body-worn cameras were not deployed to personnel assigned to the Cave Creek substation at District 4. The District 4 Cave Creek office did not have the connectivity infrastructure to support downloading the cameras at the end of each shift. Since November 2015, MCSO has been working with Qwest Communication to have the infrastructure updated at the District 4 Cave Creek Office. Qwest has not been able to update the infrastructure to provide the connectivity and bandwidth to download the cameras at the end of each shift. Similarly, the Lake Patrol Division lacks connectivity and bandwidth at the substation to download the cameras at the end of each shift. In May 2016, as a temporary measure, MCSO issued all personnel assigned to Cave Creek/District 4 and Lake Patrol with two (2) body-worn cameras each, until these technical obstacles are resolved.

**As of May 16, 2016, all personnel required to utilize a body-worn camera have been issued cameras and they are in use office wide.**

ASU completed and published the 2015 Annual Traffic Stop Report on May 25, 2016. This annual traffic stop report is an in depth analysis of collected traffic stop data. The report contains several recommendations for MCSO. MCSO has either completed the recommendations or is working towards implementing the recommendations.

## **Section IX – Early Identification System (EIS)**

MCSO created the Early Intervention Unit (EIU) on January 20, 2014 to assist in the identification of employees who may exhibit problematic behaviors that, if addressed and corrected, may assist employees in continuing to function in an efficient and productive manner. In addition, the EIU supports the effective supervision and management of employees, including the identification of and response to potentially problematic behaviors, including racial profiling and unlawful detentions and arrests, consistent with Court Order Paragraph 72.

The Early Identification System (EIS) continues to evolve as the Early Intervention Unit (EIU) moves to refine its processes to improve efficiency. EIU command and supervision continues to build upon and enhance the EIS program working closely with the MCSO Technology Bureau, Arizona State University and IA Pro vendor, CI Technologies.

During this reporting period, the IA Pro system triggered 5,649 alerts:

The EIU forwarded 1,036 alerts to supervisors for further review.

The EIU processed and quality-assured the following:

- County Attorney Actions – 1926
- Notices of Claim / Law Suits / Summons – 143
- Supervisor Notes – 53,120
- Briefing Notes – 3,546
- Commendations – 787
- Firearm Discharges – 14
- Critical Incidents – 3
- Forced Entries – 17
- Integrity Tests of the Complaint System – 24
- Higher Award Commendation - 13
- IR Memorialization – 31
- Line Level Inspections - 1,651
- Vehicle Accidents - 122
- Vehicle Pursuits - 19
- Uses of Force - 355
- Other Tracked Behavior - 13,149  
(Off-Duty Police Contact; Loss of Badge/ID; Loss of Equipment; Exposure/Injuries; Failure to Show for Training; Missed Logbook Entry; Missed Security Walks; Money Shortages; Property and Evidence Rejection; Security Breaches; Unscheduled Absences; TraCS Incidental Contacts; TraCS Citation Rate Deviation; TraCS Post-Stop Perceived Race/Ethnicity 30% deviation from benchmark; TraCS Unknown Post-Stop Ethnicity)

The EIS is a complex system which MCSO is continuing to refine with the assistance of the Monitor.

Some additional MCSO accomplishments in the past year include:

- MCSO drafted an implementation plan outlining projected timelines for when the new biased-policing alert thresholds will become operational and projected the date for the finalization of the training plan to teach supervisors about the new thresholds. MCSO submitted this implementation plan as discussed during July 2016 Monitor site visit.
- Issues were identified regarding the accurate capture of the length of each traffic stop. MCSO established a technology based solution to the length of stop not being captured in uniform manner, by capturing the end of stop time using the CAD system, as well as addressing issues revolving around the definition of an extended stop.
- During the second quarter of 2016, details on closed internal and external complaints became viewable by supervisors. MCSO continues to work on a solution to allow supervisors to view details related to open internal and external complaints. MCSO is continuing to work with a software vendor to give supervisors access to completed complaint investigations regarding their subordinates. The software vendor has been responsive to MCSO's need for a solution to this issue.
- MCSO submitted Policy GC-13, Awards to the Monitor on May 25, 2016 in an attempt to gain compliance with Paragraph 75 (subparagraph "L") which states, "All awards and commendations received by employees" must be maintained in the EIS. The Monitor returned the policy to MCSO with comments on June 23, 2016. MCSO and the Monitor further discussed the Policy during the July 2016 site visit and the Monitor gave MCSO approval to publish the Policy. Policy GC-13, Awards was published on August 27, 2016.
- During April 2016 Monitor Site visit, the Monitor Team was asked to provide recommendations to MCSO regarding how to establish benchmarks and identify methodology for compliance with traffic stop analysis with this Order. In May 2016, the Monitor provided us the methodology for some of the benchmarks for the monthly analysis. MCSO is in the process of documenting the methodology and the actual syntax to gain compliance related to the monthly analysis of traffic stop data.
- The EIU submitted to the Monitor Team and Parties an Administrative Broadcast with an attached supervisory guide to establish a uniform agency protocol for the proper handling and routing of EIS alerts within the Blue Team Application. The Monitor approved the Supervisor Guide to Blue Team Early Identification Alerts which was disseminated to MCSO personnel using Administrative Broadcast 16-42.

In its effort to achieve full and effective compliance and with the assistance of the Monitor Team and Parties, MCSO is transitioning to a rule based system to conduct traffic stop analysis to identify racial profiling or other biased-based problems. The rule based system will be a more statistically sound, research based method of evaluating all deputies' traffic stop data. The methodology associated with this transition to a rule based system will be approved by the Monitor.

ASU completed and published the 2015 Annual Traffic Stop Report on May 25, 2016. The report contains several recommendations for MCSO. MCSO has either completed the recommendations or is working towards implementing the recommendations. In response to the April 2016 site visit and the ongoing data issues identified by the Monitor Team, ASU, and MCSO, MCSO drafted a data validation process which was submitted to the Monitor team on April 29, 2016. Comments regarding the data validation process were returned and discussed during the July 2016 Monitor site visit. Based on the comments received and discussions during the site visit, MCSO made revisions and resubmitted the data validation process on July 20, 2016. MCSO received approval from the Monitor to publish the administrative broadcast on August 27, 2016 and published it on August 30, 2016.

As previously discussed, the EIS is a complex system which MCSO is continuing to refine with the assistance of the Monitor. Some issues on which MCSO is working include the following:

- Once Policy GH-5 (Early Intervention System) is approved, published, and MCSO personnel receive the corresponding training, phase 1 compliance would increase by approximately 10%. Originally, the EIS Training was to be combined with the Supervisor Training mandated by Paragraphs 52 and 53. The EIS Training has been separated from the Supervisor Training and will be delivered as stand-alone training. MCSO submitted a second version of the EIS Training on or about February 18, 2016. MCSO received the Monitor's comments on the Training on or about March 25, 2016. MCSO, the Monitor, and the Parties participated in a conference call on March 31, 2016 to attempt to resolve any issues arising from the Monitor's comments. MCSO sent the third version of the EIS Training to the Monitor on April 23, 2016. MCSO received comments from the Monitor and Parties on June 13, 2016. MCSO discussed the lesson plan during the Monitor's July 2016 Site Visit along with the expansion of this Training to incorporate instruction to Supervisors on the Methodology to use when interpreting and analyzing the new monthly and quarterly traffic stop data. It should be noted that this Training is dependent on the approval and finalization of Policy GH-5 (Early Identification System). MCSO sent the latest version of Policy GH-5 to the Monitor and parties on 08/18/2016.
- MCSO is exploring avenues to incorporate arrests and detentions in a uniform manner within EIS as required by Paragraph 75.
- MCSO continues to work on a process to allow EIS to capture all FI (field interview) Cards completed by deputies as required by this paragraph 75.
- MCSO is investigating how to document in the EIS employees training history, as well as capture any coaching(s) the employee may have received as required by Paragraph 75.
- As discussed during the July 2016 Monitor site visit, EIS is working on an interface project which will allow MCSO to capture information required by this Paragraph 75.

## **Section X – Supervision and Evaluations of Officer Performance**

The Court Order requires increased deputy supervision and evaluation. Over the past year, the Patrol Bureau Chief held monthly meetings with District Commanders to discuss progress and future measures to take in accordance with the Court Order.

MCSO promoted and maintains a staffing level ensuring compliance with this section to make sure no patrol sergeant supervises more than 12 deputies and every deputy is assigned to a clearly identified supervisor as required by Paragraph 84.

With the Monitor's input, MCSO has developed a daily patrol activity log that will assist the Monitor in rating MCSO in compliance with Paragraph 83 and possibly other paragraphs. The activity logs were implemented on June 6, 2016. MCSO is identifying ways to improve the functionality of the activity log for a phase 2 update.

MCSO published "Policy GB-2 Command Responsibility" on January 12, 2016. MCSO published Briefing Board 16-11 on March 29, 2016 which was an update to Policy GB-2. This Briefing Board was reviewed and approved by the Monitor prior to publication. MCSO started the annual review of "Policy GB-2, Command Responsibility", so it can incorporate the changes noted in Briefing Board 16-11 into a policy revision.

With the consultation of the Monitor, MCSO has been creating a new process to evaluate performance appraisals. MCSO, the Monitor, and the parties have been creating, reviewing, and commenting on the new appraisal process which is documented in MCSO Policy GC-4, Employee Performance Appraisals. MCSO hopes to finalize Policy GC-4 and begin Training MCSO Supervisors on the new performance appraisal process as soon as possible.

MCSO must be able to document the date and time a deputy submits a vehicle stop contact form (VSCF) and when a supervisor reviews the VSCF to be in compliance with Paragraph 90. MCSO Technology developed a solution by adding a "discussed with deputy" and a "supervisor review" indicators in the TraCS system on the VSCF. MCSO submitted a draft of an administrative broadcast directing sworn supervisors to begin utilizing the "discussed with deputy" and "supervisor review" indicators in the TraCS system. The Monitor approved the administrative broadcast which was published to MCSO personnel on June 02, 2016 as Administrative Broadcast 16-56. This will enable MCSO to demonstrate to the Monitor that the VSCF was reviewed by the supervisor within 72 hours. MCSO continues to work on a technology solution which will allow MCSO to demonstrate the date and time the deputy originally submits the VSCF. While this information is captured in the TraCS system, it is not displayed on the form. MCSO believes it is close to being able to document both of these requirements on the VSCF.

As discussed in the Training portion of this report, MCSO's failure to deliver the Supervisor Training has long been a topic of discussion in the Monitor's reports due to its importance in MCSO's reform process. For that reason, it should be considered a great accomplishment that MCSO began delivering the mandated Supervisor Training. The offering of the Supervisor Responsibilities: Effective Law Enforcement (SRELE) Training Course commenced June 13,



2016 and concluded in July 2016. The approval and finalization of Training is a collaborative effort amongst MCSO, the Monitor, and the Parties. MCSO thanks all the involved parties for the roles that they played in making the Supervisor Training delivery possible during this quarter. MCSO looks forward to such continued collaboration which will enable it to achieve its goal of full and effective compliance with all aspects of the Court's Orders.

The BIO conducts office wide audits and inspections, further ensuring supervisory responsibility and accountability. These audits and inspections are documented in detail in Section 3 of this report starting on page 5.

The Deputy Chief in charge of Patrol Operations now requires the command staff at each patrol district to review incident reports involving an arrest as an added layer of quality control, as recommended to achieve compliance with Paragraph 96.

In addition to the Court Ordered Supervisor Training, MCSO has mandated that all lieutenants, captains, and chiefs attend Blue Courage's 3-day Inclusive Leadership course. The Inclusive Leadership course focuses on diversity and inclusion, leadership, and team building. This additional 3-day course for MCSO leadership is *not* Court mandated but is demonstrative of MCSO's commitment to improving supervisors' capabilities and improving overall leadership—which will, in turn, help MCSO achieve full compliance with the Court order.

## **Section XI – Misconduct and Complaints**

In September of 2016, MCSO assigned Captain Stephanie Molina to the Professional Standards Bureau (PSB). MCSO increased the number of staff members assigned to PSB to better allow them to complete tasks as required by the Order.

To enhance the investigative abilities and performance of PSB investigators, to assist the investigators' accountability for conducting quality investigations, and to ensure that MCSO continues to conduct quality administrative investigations MCSO now requires all PSB personnel to obtain his or her detective certification.

Additionally, MCSO sent multiple members of PSB to attend Public Agency Training Council's Internal Affairs two and one-half day course, as well as the Public Agency Training Council's Internal Affairs Conference and Certification Course. These conferences provided PSB personnel with an enhanced understanding of various elements of the professional standards system, including investigative control measures, proactive administrative enforcement, and administrative interview training. MCSO also sent several members of PSB to attend the Reid Interview and Interrogation courses.

To ensure that MCSO's actions comply with the Court Order and the high standards the Office expects, MCSO took a multiple-step approach to address misconduct and complaints.

First, PSB took a proactive approach and continued to review all division level investigations and provide written feedback to division level investigators and their chains of command to improve the thoroughness of the investigations, obtain structure and consistency in format, ensure the inclusion of proper forms, and provide assistance with future investigations. MCSO intends to use the feedback from these reviews to evaluate, educate, assist and provide suggestions for future division level investigations. The PSB also provided feedback regarding the efficiency and thoroughness with which the divisions undertake and complete administrative investigations. Lastly, the PSB reviewed division cases for quality control prior to final submission to the appointing authority for final findings.

A sworn lieutenant was permanently assigned to PSB to act as a liaison with the other divisions. This sworn lieutenant has the primary responsibility of reviewing all division level cases for thoroughness and accuracy. As a secondary responsibility, this lieutenant oversees and investigates critical incident investigations.

Second, although MCSO revised, disseminated, and delivered Policy GH-2, Internal Investigations during the Court Order-related training (4th Quarter 2014), the PSB worked with the Policy Section to revise Office Policy GH-2 to include the investigative process, direct guidance in conducting a preliminary inquiry, and develop a clear definition of "procedural complaints." The PSB submitted the revised policy to the Monitor for review and comment in June 2016. Although outside of this reporting period, the Second Amended Second Supplemental Injunction/Judgement Order was filed in July 2016, and the PSB again revised GH-2, Internal Investigations, in addition to the PSB Operations Manual, to incorporate

additional compliance elements listed in this second permanent injunction. MCSO submitted these drafts to the Monitor for review and comment in August 2016.

To ensure quality and efficiency, the PSB created an Administrative Investigation Checklist to ensure investigators complete all required tasks during an administrative investigation, and revised administrative investigative forms to ensure consistent investigative reporting. The Monitor reviewed and approved the checklist and associated forms. Accordingly, the PSB began utilizing them during the last reporting period. The PSB developed a training curriculum for the implementation of these forms and PSB disseminated the checklist and investigative template to the division level, along with instructions on how to use them. As of June 2016, all sworn supervisors, ranked sergeant and above, received training on and are required to utilize the MCSO Administrative Investigations Process Checklist and standardized forms.

The PSB also conducted an inventory of all administrative and criminal investigations, created a tracking mechanism to systemize data collection and improve quality assurance capabilities for a more effective response to the Monitor and the Court Implementation Division. In addition, PSB also generated new reporting formats for the Monitor's monthly document requests. Once the administrative and criminal investigation inventory was complete, PSB began an inventory of all critical incident investigations conducted since 2010. PSB completed the critical incident investigation inventory, noted areas in which needed improvement, and subsequently began the process of revising its critical incident operations manual to become consistent with industry standards.

## **Section XII – Community Engagement**

The MCSO's Community Outreach Division (COrD) develops, coordinates, and documents the "Office to Community" engagement activity events. The COrD facilitates, promotes, and participates in events that unite MCSO personnel with community members in comfortable, non-law enforcement environments. These community engagement events are tracked and reported quarterly.

MCSO records community policing activities performed by MCSO Patrol Deputies across the County. MCSO recorded over 7,500 occasions of community policing within its operations utilizing the Computer Aided Dispatch System. Those engagements totaled over 6,000 staff hours, and are primarily attributed to the community policing activities of Patrol Deputies.

MCSO participated in hundreds of public events during this reporting period, many of which were documented in previous MCSO quarterly reports, including: fundraisers that focused on quality of life and high concern health issues; elementary, junior and high school, and college functions; fairs and festivals; book donations; and other neighborhood gatherings.

Additionally, the Chief Deputy, command personnel, and members from the Patrol Bureau, PSB, and CID, at Sheriff Arpaio's direction, attended the Monitor's Community Outreach Meetings throughout Maricopa County to further constructively engage with the community and work towards reform, improve community relations, and rebuild public confidence and trust.

## CONCLUSION

The Maricopa County Sheriff's Office has taken major steps toward compliance and continues to make advancements toward achieving compliance with the Court's Order.

### The Increased Pace of and Dedication to Compliance

MCSO has increased the pace of production pursuant to the requests of the Monitors and the parties, as well as its turnaround of drafts and revisions of policies, manuals and training materials. As stated above, the increase in PSB and CID personnel will increase the pace of compliance, also. As the pace has increased, the goal of full and effective compliance draws near.

In addition, MCSO has begun to incorporate district commanders in compliance meetings, an initial step in the formalization of their sustained attention to and participation and investment in in the compliance process. Despite the rhetoric by those who are uninformed regarding the reality of MCSO's compliance efforts under Sheriff Arpaio, Sheriff Arpaio, Chief Deputy Sheridan and all MCSO personnel are committed to the goal of achieving full and effective compliance with the Court's Orders and to making the Maricopa County Sheriff's Office the premier sheriff's department in the nation.

### MCSO Alone does not Control the Pace of Compliance

As stated in the introduction to this Report, MCSO alone does not control the pace of compliance; rather, the pace of compliance is a combination of the efforts of the Monitor, MCSO, and the Parties. Consider, for example, the slow pace to achieve approval of "GC-4, Employee Performance Appraisals". Once MCSO receives final approval of GC-4 and delivers related training to MCSO personnel, however, MCSO will be in compliance with approximately six (6) paragraphs of the Court's Order. Similarly, consider the status of the Early Intervention system. Once Policy GH-5 (Early Intervention System) is approved/published and MCSO personnel receive the corresponding training, phase 1 compliance would increase by approximately 10%. The second version of the EIS Training was submitted in February of 2016 and since all parties have a part in the review and approval process, MCSO cannot alone be responsible for the pace of progress. Nonetheless, MCSO maintains a sustained effort to achieve compliance under all of the Court's Orders.

The purpose of giving these examples is not to cast blame on any of the three groups involved in the process (MCSO, the Monitor, or the parties), but rather to demonstrate to the reader that, on its face, the compliance and reform process may appear to be simplistic, but it is a multi-faceted, complex process involving many parties which is time consuming.

### MCSO's Increased Community Outreach Efforts

In addition, MCSO has increased Community Outreach in an attempt to restore public confidence and trust in MCSO, and in its efforts under Sheriff Arpaio to achieve full and effective compliance under the Court's Orders. The Community Outreach Division has made

great progress to rebuild MCSO's relationship with the residents of Maricopa County whom it serves. Even the Court's Orders do not mandate them, MCSO's community outreach efforts demonstrate MCSO's commitment to the reform process and its investment in the Maricopa County community for which it exists to protect and serve.

In addition, at the last community meeting that the Monitor conducted a member of the Community Advisory Board ("CAB") extended an invitation to meet with Sheriff Arpaio. Sheriff Arpaio, Chief Deputy Sheridan, and the MCSO command staff were delighted to receive this invitation and readily accepted it. However, after MCSO accepted CAB's invitation and attempted to schedule this meeting, CAB reneged on its offer to meet. MCSO is very disappointed in CAB's change of heart and has asked CAB to reconsider. Hopefully, CAB will reconsider and begin an open dialogue with MCSO.

#### Technology Requirements, MCSO's Efforts and Compliance

In some respects, compliance under the Court's Orders requires complex technological change and advances. Accordingly, MCSO's Technology Bureau has the burden of developing technology based solutions to fulfill many of the requirements under the Court's Orders. The Technology Bureau juggles several technology projects simultaneously with regard to its efforts to assist MCSO to achieve its goal of full and effective compliance under the Court's Orders. Some of these projects require the retention and assistance of, and software development by, an outside technology vendor. The addition of entities and individuals usually delays any project. In this regard, MCSO's compliance efforts requiring technological changes and software development are no different. Like other aspects of the compliance process, the parties also participate in and provide their input regarding compliance efforts involving technology.

Nevertheless, the Technology Bureau was able to develop and implement many technical solutions that have furthered MCSO's goal of full and effective compliance under the Court's Orders.

#### MCSO's Commitment to Training and Recent Accomplishment

The Court has ordered various and additional training of MCSO personnel as a requisite for MCSO compliance. A great deal of training has occurred and will continue to occur. And recently, MCSO has accomplished the much discussed supervisor training. MCSO began delivering the mandated supervisor training on June 13, 2016. As described above, the approval and finalization of training is collaborative effort amongst MCSO, the Monitor, and the Parties. MCSO thanks all the involved parties for the roles that they played in making the supervisor training delivery possible. MCSO looks forward to such continued collaboration which will enable it to achieve its goal of full and effective compliance with all aspects of the Court's Orders.

#### BIO's Efforts to Achieve Transparency and Deputy Oversight

Furthermore, MCSO's Bureau of Internal Oversight ("BIO") is working hard to increase agency transparency and to provide audits and inspections that will help MCSO prove to the Monitor,

parties, Court, and the community that it is able to monitor itself by identifying and addressing problematic issues within the agency. BIO's Early Intervention Unit ("EIU") is working with the Monitor and parties to develop an Early Intervention System ("EIS") that will effectively enhance and promote accountability within MCSO, and track deputy behavior to reveal trends in conduct or behaviors that necessitate coaching, counseling, additional training, or discipline.

MCSO's CID appreciates the good working relationship that it enjoys with the Monitor and parties. As the single point of contact, CID's Captain Aldorasi is devoted to maintaining this relationship, and works closely with the Monitor and parties to achieve compliance with the Court Order. To that end, CID is committed to developing strategies and identifying steps necessary to increase the momentum of compliance.

Sheriff Arpaio, MCSO command staff, and all other MCSO personnel are committed to achieving compliance with every aspect of the Court's Order, and will not let up in their efforts until compliance is achieved. Sheriff Arpaio, Chief Deputy Sheridan, and the MCSO command staff also want to ensure the reader of this report that they have received the Second Amended Second Supplemental Permanent Injunction/Judgment Order and are taking immediate steps to achieve full and effective compliance with it and the Court's previous Orders.

**Appendix A: MCSO Melendres Court Order Compliance Chart**

Reporting Dates:		07/01/2015 - 09/30/2015		10/01/2015 - 12/31/2015		01/01/2016 - 03/31/2016		04/01/2016 - 06/30/2016		
Publish Date:		Feb. 9, 2016		Apr. 19, 2016		Jul. 21, 2016		TBD		
Paragraph #	Requirement	6th Qtrly Report		7th Qtrly Report		8th Qtrly Report		9th Qtrly Report		Date of Full Compliance
		Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	
9	Form a Court Order Implementation Unit	X	X	X	X	X	X			Oct. 15, 2015
10	Collection and Maintenance of All Data and Records	X	X	X	X	X	X			Oct. 15, 2015
11	MCSO Quarterly Report	X	X	X	X	X	X			Oct. 15, 2015
12	MCSO Annual Internal Assessment - Information	X	X	X	X	X	X			Feb. 9, 2016
13	MCSO Annual Internal Assessment - Dates/Compliance	X	X	X	X	X	X			Feb. 9, 2016
19	Conduct Comprehensive Review of All Patrol Policies and Procedures			X		X				
21	Create and Disseminate Policy Regarding Biased-Free Policing	X		X		X				
22	Reinforce Discriminatory Policing is Unacceptable	X		X		X				
23	Modify Code of Conduct Policy (CP-2): Prohibited Use of County Property	X	X	X	X	X	X			Feb. 9, 2016
24	Ensure Operations are Not Motivated, Initiated, or Based on Race or Ethnicity									
25	Revise Policies to Ensure Bias-Free Traffic Enforcement	X	X	X	X	X	X			Apr. 16, 2015
26	Revise Policies to Ensure Bias-Free Investigatory Detentions and Arrests	X	X	X	X	X	X			Oct. 15, 2015
27	Remove LEAR Policy from Policies and Procedures	X	X	X	X	X	X			Sep. 18, 2014
28	Revise Policies Regarding Immigration-Related Law	X	X	X	X	X	X			Apr. 16, 2015



29	All Policies and Procedures shall Define Terms Clearly, Comply with Applicable Law and Order Requirements, and Use Professional Standards		X		X		X			Apr. 16, 2015
30	Submit All Policies to Monitor within 90 Days of Effective Date; and Have Approval by Monitor Prior to Implementation		X		X		X			Apr. 16, 2015
31	Ensure Personnel Receive, Read, and Understand Policy			X		X	X			Jul. 21, 2016
32	All Personnel shall Report Violations of Policy; and Employees shall be Held Accountable for Policy Violations	X		X		X				
33	Personnel Who Engage in Discriminatory Policing shall be Subject to Discipline	X		X		X				
34	On Annual Basis, Review Policy and Document It in Writing			X	X	X	X			Apr. 19, 2016
35	Monitor shall Regularly Review Documents of any Specialized Units Enforcing Immigration-Related Laws to Ensure Accordance with Law and Court Order	X	X	X	X	X	X			Feb. 9, 2016
36	Ensure Significant Ops or Patrols are Race-Neutral in Fashion; Written Protocol shall be Provided to Monitor in Advance of any Significant Op or Patrol	X	X	X	X	X	X			Apr. 16, 2015
37	Have Standard Template for Op Plans and Standard Instructions for Supervisors, Deputies, and Posse Members	X	X	X	X	X	X			Apr. 16, 2015
38	Create and Provide Monitor with Approved Documentation of Significant Op within 10 Days After Op	X	X	X	X	X	X			Apr. 16, 2015

40	Notify Monitor and Plaintiffs within 24 hrs. of any Immigration Related Traffic Enforcement Activity or Significant Op Arrest of 5 or More People	X	X	X	X	X	X			Apr. 16, 2015
42	Selection and Hiring of Instructors for Supervisor Specific Training									
43	Training at Least 60% Live Training, 40% On-line Training, and Testing to Ensure Comprehension									
44	Training Schedule, Keeping Attendance, and Training Records									
45	Training may Incorporate Role-Playing Scenarios, Interactive Exercises, and Lectures									
46	Curriculum, Training Materials, and Proposed Instructors									
47	Regularly Update Training (from Feedback and Changes in Law)									
48	Bias-Free Policing Training Requirements (12 hrs. Initially, then 6 hrs. Annually)		X		X		X			Apr. 16, 2015
49	Bias-Free Policing Training shall Incorporate Current Developments in Federal and State Law and MCSO Policy		X		X		X			Apr. 16, 2015
50	Fourth Amendment Training (6 hrs. Initially, then 4 hrs. Annually)		X		X		X			Apr. 16, 2015
51	Fourth Amendment Training shall Incorporate Current Developments in Federal and State Laws and MCSO Policy		X		X		X			Apr. 16, 2015
52	Supervisor Responsibilities Training (6 hrs. Initially, then 4 hrs. Annually)									
53	Supervisor Responsibilities Training Curriculum									
54	Collection of Traffic Stop Data	X	X	X	X	X	X			Oct. 15, 2015

55	Assign Unique ID for Each Incident/Stop, So Other Documentation can Link to Stop	X	X	X	X	X	X			Dec. 15, 2014
56	Maintaining Integrity and Accuracy of Traffic Stop Data	X	X	X	X	X	X			Feb. 9, 2016
57	Ensure Recording of Stop Length Time and Providing Signed Receipt for Each Stop	X		X		X				
58	Ensure all Databases Containing Individual-Specific Data Comply with Federal and State Privacy Standards; Develop Process to Restrict Database Access	X	X	X	X	X	X			Sep. 18, 2014
59	Providing Monitors and Plaintiffs' Representative Full Access to Collected Data		X		X		X			Sep. 18, 2014
60	Develop System for Electronic Data Entry by Deputies	X	X	X	X	X	X			Feb. 9, 2016
61	Installing Functional Video and Audio Recording Equipment (Body-Cameras)	X		X		X				
62	Activation and Use of Recording Equipment (Body-Cameras)	X		X		X				
63	Retaining Traffic Stop Written Data and Camera Recordings									
64	Protocol for Periodic Analysis of Traffic Stop Data and Data Gathered for Significant Ops									
65	Designate Group to Analyze Collected Data									
66	Conduct Annual, Agency-Wide Comprehensive Analysis of Data									
67	Warning Signs or Indicia of Possible Racial Profiling or Other Misconduct	X		X		X				
68	Criteria for Analysis of Collected Patrol Data (Significant Ops)	X	X	X	X	X	X			Dec. 15, 2014
69	Supervisor Review of Collected Data for Deputies under Their Command									

70	Response to/Interventions for Deputies or Units Involved in Misconduct									
71	Providing Monitor and Plaintiffs' Representative Full Access to Supervisory and Agency Level Reviews of Collected Data		X		X		X			Apr. 16, 2015
72	Develop, implement, and maintain a computerized EIS									
73	Create Unit or Expand Role of MCSO IT to Develop, Implement, and Maintain EIS									
74	Develop and Implement Protocol for Capturing and Inputting Data									
75	EIS shall Include a Computerized Relational Database									
76	EIS shall Include Appropriate ID Info for Each Deputy	X	X	X	X					
77	Maintaining Computer Hardware and Software, All Personnel Have Ready and Secure Access		X		X		X			Apr. 16, 2015
78	Maintaining All Personally Identifiable Information									
79	EIS Computer Program and Hardware will be Operational, Fully Implemented, and Use in Accordance of Policies and Protocol									
80	EIS Education and Training for all Employees									
81	Develop and Implement Protocol for Using EIS and Information Obtained From It									
83	Provide Effective Supervision of Deputies	X		X		X				
84	Adequate Number of Supervisors (1 Field Supervisor to 12 Deputies)					X	X			Jul. 21, 2016
85	Supervisors Discuss and Document Traffic Stops with Deputies	X		X		X				

86	Availability of On-Duty Field Supervisors					X				
87	Quality and Effectiveness of Commanders and Supervisors									
88	Supervisors in Specialized Units (Those Enforcing Immigration-Related Laws) Directly Supervise LE Activities of New Members	X	X	X	X	X	X			Feb. 9, 2016
89	Deputies Notify a Supervisor Before Initiating any Immigration Status Investigation and/or Arrest	X		X		X				
90	Deputies Submit Documentation of All Stops and Investigatory Detentions Conducted to Their Supervisor By End of Shift	X		X		X				
91	Supervisors Document any Investigatory Stops and Detentions that Appear Unsupported by Reasonable Suspicion or Violate Policy	X		X		X				
92	Supervisors Use EIS to Track Subordinate's Violations or Deficiencies in Investigatory Stops and Detentions									
93	Deputies Complete All Incident Reports Before End of Shift. Field Supervisors Review Incident Reports and Memorialize Their Review within 72 hrs. of an Arrest	X		X		X				
94	Supervisor Documentation of Any Arrests that are Unsupported by Probable Cause or Violate Policy	X		X		X				
95	Supervisors Use EIS to Track Subordinate's Violations or Deficiencies in Arrests and the Corrective Actions Taken									
96	Command Review of All Supervisory Review Related to Arrests that are Unsupported by Probable Cause or Violate Policy	X		X		X				
97	Commander and Supervisor Review of EIS Reports									

98	System for Regular Employee Performance Evaluations									
99	Review of All Compliant Investigations, Complaints, Discipline, Commendations, Awards, Civil and Admin. Claims and Lawsuits, Training History, Assignment and Rank History, and Past Supervisory Actions									
100	Quality of Supervisory Reviews Taken into Account in Supervisor's Own Performance Evaluation									
101	Eligibility Criteria for Assignment to Specialized Units	X	X	X	X	X	X			Feb. 9, 2016
102	Reporting Alleged or Apparent Misconduct	X		X		X				
103	Audit Check Plan to Detect Deputy Misconduct									
104	Deputy Cooperation with Administrative Investigations	X		X		X				
105	Investigator Access to Collected Data, Records, Complaints, and Evaluations	X		X		X				
106	Disclosure of Records of Complaints and Investigations				X		X			Apr. 19, 2016
		43	33	46	35	47	36	0	0	36

**Appendix B: List of MCSO Acronyms**

AIU:	Audits and Inspections Unit
BIO:	Bureau of Internal Oversight
CAD:	Computer Aided Dispatch
CID:	Court Implementation Division
CEU:	Criminal Employment Unit
COrD:	Community Outreach Division
EIS:	Early Identification System
EIU:	Early Intervention Unit
MCAO:	Maricopa County Attorney's Office
PPMU:	Posse Personnel Management Unit
PSB:	Professional Standards Bureau
SID:	Special Investigations Division
TraCS:	Traffic Stop Data Collection System

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**Appendix D: TraCS Updates for FY 2014 - 2015**

ENTITY	ISSUE	RESOLUTION
<b>July 01, 2015 through September 30, 2015</b>		
Tow Sheet	List of Tow Companies was updated	Replaced Tow Company list. NOTE: 'Other' is no longer an option because only companies in the list are approved for tows.
Tow Sheet	Invalid VIN numbers were entered	Edit rules were put in place to edit the VIN number.
Tow Sheet	Setting Tow Sheets to a 'PENDING' status while waiting for Intox results was causing a problem at Tow yards because people were showing up to pick up vehicles before the Intox results were available.	Removed 'PENDING' status. As a result, the PBT Used on Scene, Pending Intox Results, and Intox Result checkboxes were removed. The intent is for PBT to be used so 3511 is determined before tow sheet is given to Tow Driver.
All Tow Sheet Reportst	PBT Used on Scene, Pending Intox Results, and Intox Result checkboxes were removed from form	Removed PBT Used on Scene, Pending Intox Results, and Intox Result checkboxes from reports.
All Tow Sheet Reportst	'PENDING' status is no longer used	Removed the 'PENDING' watermark from printed Tow Sheets
Contact	Passenger Perceived Ethnicity and Gender fields are disabled	Corrected rule to enable Passenger Perceived Ethnicity and Gender regardless of whether contact was made or not.
Tow Sheet	Auto Theft unit was unable to update Tow Sheets due to internal TraCS configuration changes	Modified Tow Sheet rules to support TraCS Configuration changes
Citation & Warning	'Signature not Obtained' checkbox does not accurately reflect the handwritten citation	Made change so when 'Hand-Written' is checked the signature is populated with 'See Original' and 'Signature not Obtained' checkbox is disabled.
Citation & Warning	GPS coordinates are probably not correct when a hand-written form is being entered.	Modified rule to set GPS Lat/Long to 'UNKNOWN' for hand-written forms.
Incidental Contact	GPS coordinates are probably not correct when a hand-written form is being entered.	Modified rule to set GPS Lat/Long to 'UNKNOWN' for hand-written forms.
Charge Codes	ARS code changes were made (effective 7/03/2015)	Updated charge codes
Court Days	Hassayampa Court day/time changed	Modified TraCS court tables
Tow Sheet	Phone numbers and email addresses were wrong for a couple of tow companies.	Corrected Tow Company list.
Tow Sheet	'Pending' watermark should have been removed with previous updates	Correct rule.

	because the 'Pending' status was removed.	
Incidental Contact	Source of Unknown GPS lat/longs cannot be determined	Create a log record whenever unknown lat/long is received
<b>October 01, 2016 through December 31, 2016</b>		
Additional Deputy Camera Log	Needed a way to record Body Camera usage for Deputies who were on scene but not in primary unit during a traffic stop.	New form – Additional Deputy Camera Log is available.
Citation	Contained inaccurate HELP text	Corrected.
Citation	Emails are sent to Records Department notifying them when Criminal Citations are issued and rules were not in place to prevent that from happening in the new TraCS environments (Training and Pre-Production).	Added rules to prevent email notifications from being sent to Records Department when TraCS is being used in TRAINING or Pre-Production environments.
Contact	Changes were need to support additional reporting to court monitors	<ul style="list-style-type: none"> <li>• 'Arrested Flag?' added.</li> <li>• Arrest Time will populate Contact End Time if used.</li> <li>• 'Cam Active Yes/No' added for primary and second person in unit. If NO a reason is required.</li> <li>• Number of Additional Deputies field added. When greater than 1, the appropriate number of additional deputy entries will be added to the form.</li> <li>• No Passenger Groups will appear on the form until the 'Number of Occupants' is entered.</li> <li>• Search and Items Seized checkboxes have been replaced with drop down lists.</li> <li>• If Driver or Passenger are Arrested an arrest type is required (Booked/Cited and Released).</li> <li>• 'Squad' was added.</li> </ul>
Contact	Data entered on Contact does not always match CAD	Some CAD data can be retrieved from CAD as follows: <ol style="list-style-type: none"> <li>1. When cursor is in Event Type and an Event Number and Primary Deputy Serial # have been entered,</li> </ol>

		<p>a button – ‘Search CAD’ – will be available in the databar – like the search for Violations. Clicking on the button will retrieve IR, Event Type, Contact End Time and Unit Call Sign from CAD if those fields have not already been filled in on the form.</p> <p>2. When cursor is in ‘Number of Additional Deputies’, a button – ‘GET from CAD’ will be available in the databar. When clicked it will add entries for all additional deputies that were on scene according to CAD.</p> <p><b>NOTE: THESE 2 NEW BUTTONS WILL NOT WORK IN OFFLINE MODE.</b></p>
Contact	Rules error allowed a Contact in VOIDED status to be edited.	Corrected rule.
Property Receipt	Needed a way to document items taken from an individual.	Added new Property Receipt form.
Tow Sheet	Incorrect addresses for a couple of Tow yards.	Corrected.
Warning	Data was often missing from Warnings because rules were not in place to require entry.	Added rules requiring entry of additional warning data. As with citations, if a DL or Plate is not available then ‘NONE’ is an acceptable response.
Help Files	No documentation regarding Web Services vs. Workstation mode for MDCs.	Added new entry to MCSO HELP TOPICS.
Easy Street Draw	TraCS did not support current release of Easy Street Draw diagramming tool.	Updated TraCS software because new MDC image will contain Easy Street Draw. Availability of new image is dependent on the roll-out schedule.
Contact	Deputy Name was not being auto populated from other forms.	Correct auto populate rule
Warning	Phone Number was required before	

	form was issued.	Removed the requirement that phone number be entered before form is issued. Once issued, the phone number field will be unlocked so it can be entered after the form is signed.
Crash	Error occurs when attaching files	Corrected database mapping file for Crash form.
Connectivity	Forms occasionally fail to open due to 'Timeout' error, particularly Crash forms.	Database connection parameters have been increased so TraCS will attempt to load form for a longer period of time before the timeout occurs. NOTE: Please let TraCS team know if you continue to get the 'Timeout' error. Unfortunately TraCS does not advise when a timeout occurs so the only way we know is if you tell us.
Contact	There was confusion about the Arrest Time populating Contact End Time.	Once a physical arrest is made the violator is no longer allowed to leave so the traffic stop is considered over. Therefore the Arrest Time populates Contact End Time. To help clarify, the field label has been changed from 'Arrest Made?' to 'Booked Arrest Made?'
Contact	New radio codes were added in dispatch	Updated list of radio codes in TraCS.
Warning	'Unknown' is not a valid choice for Driver Ethnicity	Replace drop-down list with the same list used for Driver Post-Stop Ethnicity on Contact form which does not contain 'Unknown'.
Tow Sheet	Address for PJ's Towing was wrong.	Corrected address.
Tool Bar	'Non Reportable' button on 'Actions' tab in Form Viewer serves no purpose.	The button has been removed.
Citation, Contact, and Warning	Performance.	These forms are being set to 'preload' meaning that they will be loaded when TraCS is started rather than the first time they are used. This will cause TraCS to start a little slower but forms will load faster

		the first time they are used.
Connectivity	Forms occasionally fail to open due to 'Timeout' error, particularly Crash forms.	Database connection parameters have been increased so TraCS will attempt to load form for a longer period of time before the timeout occurs.
Admin Per Se	Changes required by MVD	Form and reports updated
Crash Supplement	Some text of report is dropped when page breaks	Installed updates from ADOT
Violations	Violations table included non-chargeable codes	Removed non-chargeable codes.
Contact	Tabbing was wrong when Contact Conclusion was a citation and Number of Occupants was > 2	Corrected tabbing.
<b>January 01, 2016 through March 31, 2016</b>		
Contact	Tabbing was wrong when Contact Conclusion was a 'Citation' and Number of Occupants was > 2	Corrected tabbing.
All forms	GPS coordinates are not consistently available.	Removed 'GET GPS' button from TraCS. Lat/Long will be retrieved from CAD when data pulls are done.
All forms	Deputy serial numbers and names could be manually entered.	Serial Number and Name are now defaulted based on TraCS login information and locked so they cannot be changed.
Contact	Field help for 'Number of Occupants' was not clear.	Modified the help text.
Contact	Form could be validated without 'Pre/Post stop Race/Ethnicity and Gender'.	Added rule to require 'Pre/Post stop Race/Ethnicity and Gender' to be entered before form will be validated.
Contact	Event Type (CAD call types) still included 910B for Boating.	Event Types have been reloaded to match CAD.

Citation	'In-Custody' on a citation was not auto populating 'Booked Arrest Made?' on Contact form.	If 'In-custody' is checked on a citation then 'Booked Arrest Made?' will be 'YES' on the Contact form.
Citation	MCSO Origin and Registered Owner were not highlighted as required fields.	The 2 fields are now highlighted with yellow background.
Tow Sheet	Verbiage for VIN was unclear.	Removed 'or confidential VIN' from 'Was VIN Obtained from VIN Plate on Vehicle or confidential VIN'. So verbiage is now 'Was VIN Obtained from VIN Plate on Vehicle?'
<b>April 01, 2016 through June 30, 2016</b>		
Tow Companies	Phone number incorrect for Coldwater Towing. Address incorrect for 1st Class Towing.	Corrected phone number and address.
Driver Exchange Form	Docview.us.com has been replaced by BuyCrash.com.	Replaced reference to Docview.us.com with BuyCrash.com on the Driver Exchange form in the Crash Report.
Additional Deputy Camera Log	Was not displaying Form Activity correctly (was repeating it).	Corrected the Form Activity display.
DUI Affidavit	Changes required by MVD.	New form from ADOT has been installed.
Tow Sheet	Printed copies for Deputy and Tow Truck driver were truncating Tow Truck driver's DOB.	DOB field was made larger
Additional Deputy Assist Cam Log	Last digit of MC# was being truncated on the form. The data was captured correctly but not displayed correctly.	MC# field expanded on the form.
Warning	The 'Form Activity' message created when no signature was obtained was formatted incorrectly.	Formatting was corrected.
Contact	Needs Supervisor Approval	Implemented Supervisor Approval process that requires all Vehicle Stop Contact Forms to be reviewed and approved (signed off) by a Supervisor.
Admin Per Se	Contained an error that prevented form from being transmitted to MVD.	Form was corrected by ADOT
Tow Companies	Apache Sands phone number was changed	Tow Companies table was updated with new phone number.
6/29/2016	Contact	Retrieving certain header data from CAD is optional.

6/29/2016	Tow Sheet	Lien Holder address was printing the Driver's Address when Registered Owner was the same as Driver.
Tow Companies	Address for Superhook Towing changed.	Tow Companies table was updated with new address.