

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

COURT IMPLEMENTATION DIVISION

2015 ANNUAL COMPLIANCE REPORT



JULY 1, 2014 – JUNE 30, 2015

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INTRODUCTION

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) of October 2, 2013; as amended the "Court Order". The reporting period for this annual report covers July 1, 2014 through June 30, 2015. 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's Order defines it. The purpose of this Annual Report is to describe and document the steps MCSO has taken to implement the Court's Order.

**PART I:
BACKGROUND AND OVERVIEW OF MCSO'S EFFORTS TOWARD COMPLIANCE**

Background

The *Findings of Fact and Conclusions of Law* (Doc. 579) of May 24, 2013 and the subsequent *Supplemental Permanent Injunction/Judgment Order* (Doc. 606) of 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 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), established policies, procedures, and directives, and created the Bureau of Internal Oversight (BIO) that conducts internal inspections and audits to further ensure compliance measures are met.

MCSO acquired and implemented hardware and software technology that is used 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 obligated to report on compliance levels for the Court's *Corrective Statement* of April 17, 2014.

Overview of MCSO's Efforts Toward Compliance

The *Melendres* Court Order Compliance Chart (See Appendix A) was developed from compliancy rate information provided in the Monitor's Quarterly Reports covering the reporting period for the fiscal year of 2014 – 2015. The Monitor's Fifth Quarterly Report is not due until October 12, 2015; therefore, the Court Order Compliance Chart does not include data from the second quarter of 2015. Based on the Monitor's Fourth 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 based on "whether requisite policies and procedures have been developed and approved and agency personnel have received documented training on their content" (Monitor's Fourth Quarterly Report, p. 7). Phase 2 compliance is

“generally considered operational implementation” and must comply “more than 94% of the time or in more than 94% of the instances being reviewed” (Monitor’s Fourth Quarterly Report, p. 7).

According to the Monitor’s Fourth Quarterly Report, MCSO is in compliance with 31 of the 77 paragraphs assessed for Phase 1 compliance and with 22 of the 89 paragraphs assessed for Phase 2 Compliance (twelve 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 has taken major steps to implement Section III of the Court Order: In October 2013, MCSO formed a division titled the Court Compliance and Implementation Division consistent with paragraph 9. In February 2015, MCSO changed the name to the Court Implementation Division (CID). Captain Russ Skinner, who assumed command in July 2014, heads this division comprised of eleven members with interdisciplinary backgrounds. The division members include one lieutenant, four sergeants, two deputies, one management analyst, and one administrative assistant. Captain Skinner has been appointed the single point of contact with the Court and the Monitor. He coordinates visits and other activities with each of the parties as the Court Order requires. In order to ensure that MCSO fully and effectively implements the Court Order throughout the Office, this division continues to report directly to the Chief Deputy who has agency-wide authority to demand full 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 Compliance Division, Policy Section reviewed MCSO Policies and Procedures (see Section V). MCSO reviewed, revised, and published nine policies relative to the Court Order; and drafted and published three newly created policies. In addition, 14 Briefing Boards and 19 Administrative Broadcasts were issued to ensure prompt compliance with new or amended policy (see Table #7 & Table #8).

B. Document Production

The CID is responsible for facilitating data collection and document production. The CID responded to 18 document requests during this reporting period (see Table #1).

The collection and review of the produced documents allows quality control and increased accountability among enforcement commands. In addition, the CID continues to work toward systematizing data collection and improving audit/quality assurance capabilities for a more effective response to the wide variety of record requests.

Table #1	
Document Production Requests	
Request Date / Title	General Description
07-02-2014	Traffic stop data related to 11 paragraphs of the Court Order
07-24-2014	07-02-14 Document Production Request Amendment regarding Chapter X, Supervision and Evaluations of Officer Performance
09-08-2014	Documentation related to 47 paragraphs of the Court Order
10-27-2014 SV Document Request	October 2014 Site Visit Request - open commitments and clarifications for the time period from July 1 – September 30, 2014
12-02-2014 Quarterly Request	Document request for the time period from October 1 – December 31, 2014
12-16-2014 SV Document Request	December 2014 Site Visit Request - open commitments and clarifications for the time period from October 1 – December 31, 2014
12-22-2014 IAM Document Request	Internal Affairs Matter
Jan/Feb Monthly Request	Monthly Document Request (Start of the Monthly Requests)
02-12-2015 Order for Expedited Discovery	Order for the Plaintiffs
March Monthly Request	Monthly Document Request
03-03-2015 Sands' Request for Production	Defendant Sands' First Set of Requests for Production of Documents
April Monthly Request	Monthly Document Request
04-04-2015 Quarterly Request	Document Request for the time period from January 1 – March 31, 2015
May Monthly Request	Monthly Document Request
05-19-2015 Site Visit Request	April 2015 Site Visit Request - open commitments and clarifications for the time period from January 1 – March 31, 2015
05-07-2015 ITR Request	Investigative Team Request
June Monthly Request	Monthly Document Request
06-22-2015 4QP11	Request for documentation after review of MCSO's Fourth Quarterly Compliance Report

C. Maintenance of Records

The CID is responsible for record maintenance. The CID expanded its record keeping capacity, developed systems to increase efficiency in providing access, and adopted the following procedures to ensure compliance:

- CID electronically catalogues all documents and Office Policies and Procedures related to the Court Order.
- CID collects all production requests pursuant to the Court Order and maintains records of the documents forwarded to the Monitor.

D. Assist in Providing Inspections/Quality Assurance/Audits

Consistent with the Court Order’s mandate to engage in periodic audits, the Court Implementation Division conducted 12 quality assurance inspections related to the Court Order from July 1, 2014 through September 30, 2014. These inspections included five traffic stop inspections, five incident report inspections, and two immigration status inquiry inspections. MCSO identified deficiencies and steps were taken to correct the conditions as indicated in the following table:

Table #2			
CID Quality Assurance Inspections (July 1, 2014 – Sept. 30, 2014)			
Date	Nature of Quality Assurance	Issue Identified	Corrective Action Taken
#14-8-2 08-12-2014	Judgmental sampling of IR’s on 07-23-14 from 1900-0000 hours -Use of Force	IR was not memorialized	Deficiency memo was authored and forwarded to the responsible division.
#14-8-3 08-12-2014	Judgmental sampling of IR’s on 07-29-14 from 1100-1400 hours -Property and Evidence	Evidentiary photos were not forwarded to the Scientific Analysis Section/Crime Lab; one IR taken in error and not forwarded to the Records and AFIS Division-Records Section	Two memos requiring follow-up were issued to the responsible divisions.
#14-8-4 08-12-2014	Judgmental sampling of IR’s on 07-12-14 from 1500-1900 hours -Supervisor Review and PC for Arrests	No deficiencies noted.	
#14-8-5 08-12-2014	Judgmental sampling of IR’s on 07-20-14 from 0100-0600 hours -Report completeness -Victim’s Rights Forms -Inflammatory Language -Supervisor Memorialization	IR was not memorialized within MCSO policy; IR did not contain DV packet; Victim’s Rights forms not attached to IR.	Two deficiency memos were forwarded to the responsible divisions; one inspection summary memo forwarded to the responsible division.

#14-8-6 08-13-2014	Judgmental sampling of Identity Theft IR's from 07-06-14 at 0001 through 07-13-14 at 2359 hours. -Supervisor Notification -Probable Cause for Arrest -Supervisor Memorialization	Supervisor notification was not documented in the IR; supervisor did not memorialize the IR with legible signature and/or serial number.	Six deficiency memos were forwarded to the responsible divisions
#14-8-7 08-15-2014	Judgmental sampling of IR's on 06-18-14 from 0001-2359 hours. -Probable Cause -Inflammatory Language -Supervisor Memorialization	Articulate facts for detentions, search, and charges not documented in the IR.	One deficiency memo forwarded to the responsible division.
#14-9-3 09-20-2014	Judgmental sampling of Immigration Related Inquiries on Vehicle Contact Forms	No deficiencies noted.	
#14-9-4 09-17-2014	Immigration Related Inquiries on Vehicle Contact Forms -Policy/Procedure	Immigration status inquiry occurred during booking process, not during traffic stop, however the status box was marked on the Vehicle Contact form.	Pending Administrative Broadcast to clarify deputies are not to check the box "Immigration Status Inquired" if citizenship questions are asked during the booking process.

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 General Accepted Government Auditing Standards (GAGAS). In addition to monitoring and ensuring compliance with the Court Order, some of the procedures performed by the auditors include: review programs; evaluate compliance with rules, regulations, policies and procedures; appraise the quality of performances; and evaluate safeguards in place to limit losses of all kinds in regards to 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 senior analysts and one administrative assistant. The BIO is also structured for future expansion to conduct oversight, quality assurance, inspections, and audits of jail operations and use of force by enforcement and detention personnel.

The BIO worked with Arizona State University (ASU) to develop a methodology and regular analysis of all traffic stop data. Maricopa County approved an intergovernmental agreement (IGA) between MCSO and ASU to analyze traffic stop data. The BIO staff met with Dr. Charles Katz, Associate Professor of the School of Criminology and Criminal Justice at ASU, and his colleagues to discuss the initial examination and assessment of existing traffic stop data, develop

a future work plan, and coordinate a training schedule for MCSO. ASU will complete a draft methodology to provide a statistically defensible approach in identifying warning signs or indicia of racial profiling and other police conduct, consistent with the Court Order paragraphs 67 and 69. Additionally, BIO and the Early Intervention Unit (EIU) attended training sessions relative to traffic stop data analysis provided by Dr. Katz’s team.

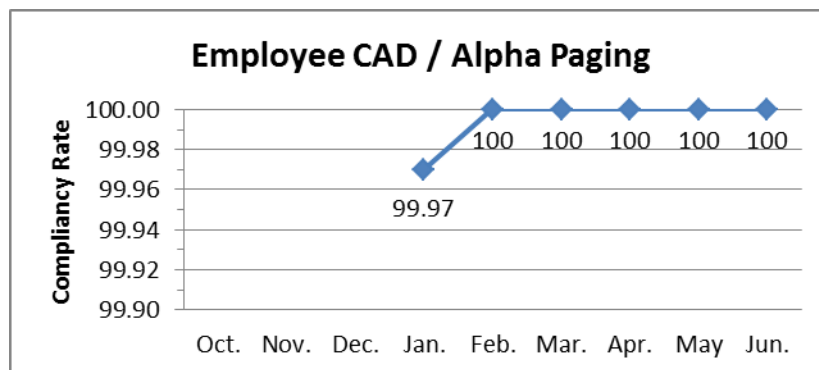
Beginning in April 2015, the BIO began entering disposition data of all returned BIO Action Forms into an Access database. This enabled MCSO to track statistics and identify patterns regarding how inspection deficiencies are addressed and corrected. Inspectors generated reports that identify command, supervisory, and line personnel activity as they pertain to BIO inspection deficiencies and remedies to improve performance. Also, the database permits analysis and comparisons between districts and divisions to identify those meeting or exceeding expectations and those in need of improvement.

The BIO completed the methodology for Body Worn Camera inspections and future audits based on Office Policy GJ-35, *Body-Worn Cameras*. The Body Camera Inspection Methodology and Body Camera Inspection Checklist, together with the Body-Worn Camera policy, were published on June 24, 2015.

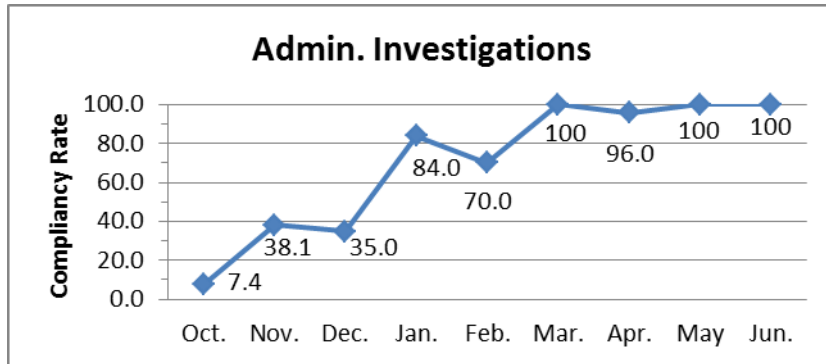
The BIO researched and drafted MCSO Policy GH-4, *Bureau of Internal Oversight* and published the policy on May 28, 2015. The BIO continues to create the bureau’s operational manual. The BIO created a website, which can be found at: <http://www.mcsobio.org>, to provide information to the public about the inspections MCSO conducted to meet the requirements of the Court Order.

Consistent with the Court Order’s mandate to engage in periodic audits and inspections, the BIO conducted multiple audits and inspections for compliance to existing Sheriff’s Office Policy and the Court Order. During this rating period, MCSO consistently conducted the following inspections:

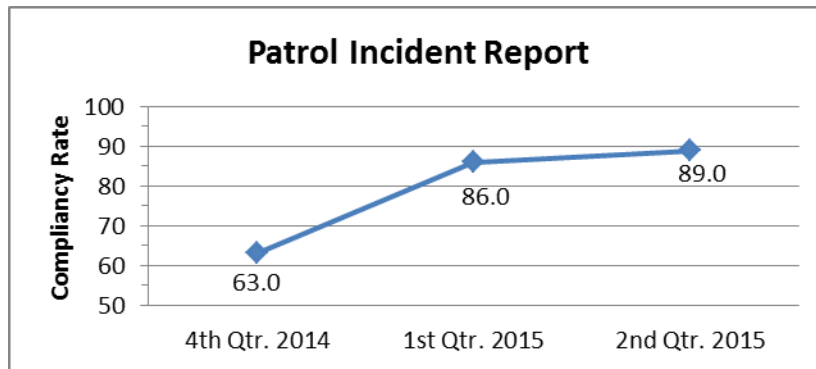
CAD Messaging/Alpha Paging System Inspection: The methodology includes inspection of random ten-day monthly samples for all messaging entries. The inspection complies with MCSO Policies CP-2, *Code of Conduct*; CP-3, *Work Place Professionalism*; and GM-1, *Electronic Communications and Voicemail* and is consistent with the Court Order paragraph 23.



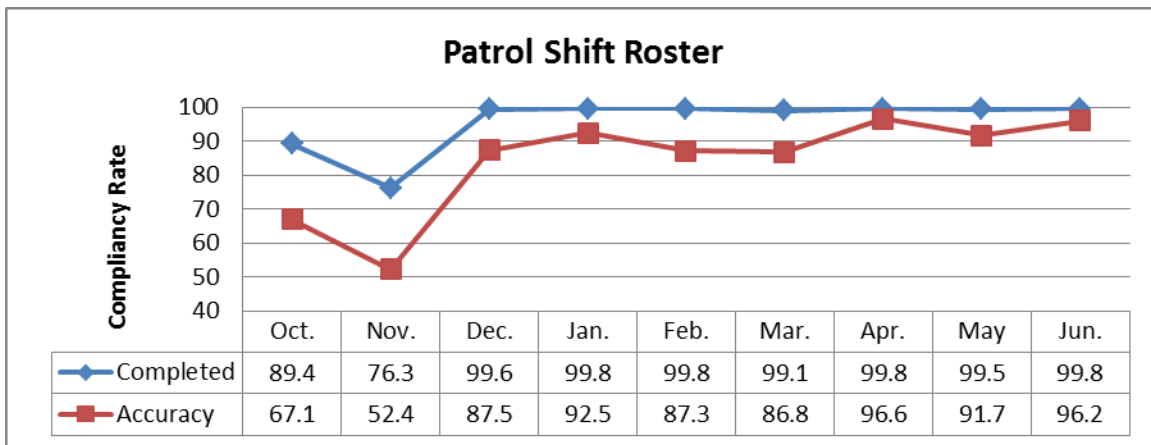
Administrative Investigations (Complaints) Inspection: For this inspection, a 50% random sampling of all closed cases from the previous month is reviewed. The inspection complies with MCSO Policies GH-2, *Internal Investigations* and GC-17, *Employee Disciplinary Procedure* and is consistent with the Court Order paragraph 33 and 102. As evident in the chart below, these inspections show substantial compliance increase and reflect MCSO’s positive progress.



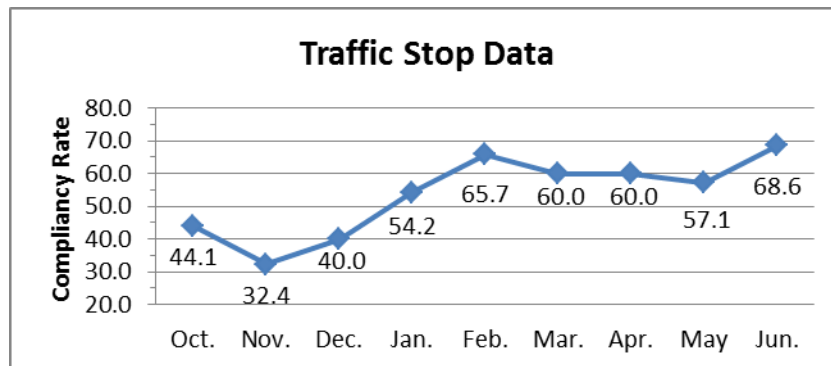
Patrol Incident Report Inspection: The Monitor Team chose random samples of incident reports from all patrol districts and divisions. MCSO conducted a separate inspection for all lack of identity arrest reports. The inspections comply with MCSO Policies EA-11, *Arrest Procedures*; EB-1, *Traffic Enforcement, Violator Contacts, and Citations Issuance*; EB-2, *Traffic Stop Data Collection*; CP-2, *Code of Conduct*; and CP-8, *Preventing Racial and Other Biased-Based Profiling* and are consistent with the Court Order paragraphs 89, 90, 91, 93, 94, and 96.



Patrol Shift Roster Inspection: This inspection is consistent with MCSO Chief of Patrol’s directives along with pending changes to MCSO Policy GB-2, *Command Responsibility* and is consistent with the Court Order paragraphs 82, 84, and 86.

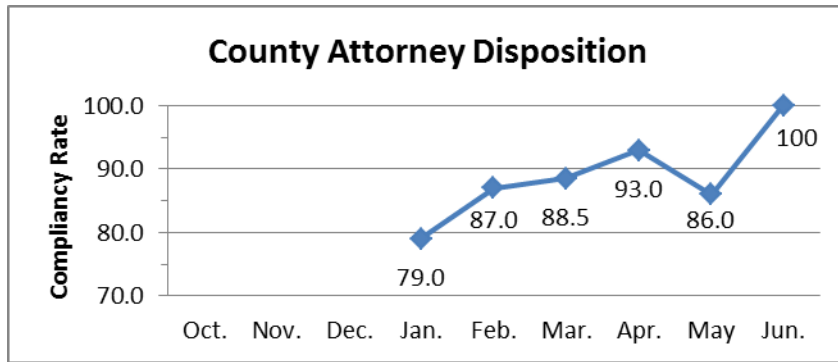


Traffic Stop Data Collection Inspection: For this inspection, the Monitor team chose a random sample of traffic stops. The inspection complies with MCSO Policies EB-1, *Traffic Enforcement, Violator Contacts, and Citations Issuance* and EB-2, *Traffic Stop Data Collection*. It is also consistent with the Court Order paragraphs 54 a-m, 55, 56, and 57.

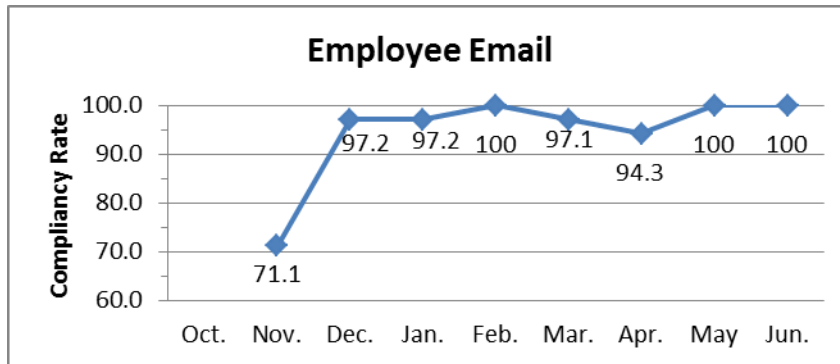


District and Division Property and Evidence Inspections: MCSO conducted these inspections on a monthly basis. MCSO randomly selected districts and divisions on randomly selected days. MCSO will complete one to two districts and/or divisions each month. The inspections comply with MCSO Policies GJ-4, *Evidence Control* and GE-3, *Property Management*.

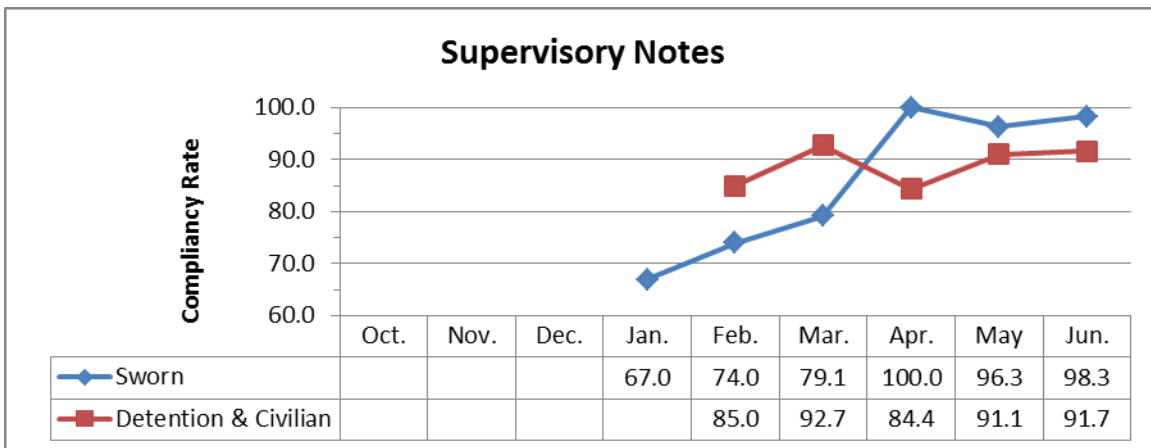
County Attorney Disposition Inspection: MCSO conducted a 100% random sampling of all County Attorney complaint dispositions submitted for the previous month. The inspection complies with MCSO Policy GF-4, *Office Reports* and ED-3, *Review of Cases Declined for Prosecution* and is consistent with the Court Order paragraph 75.



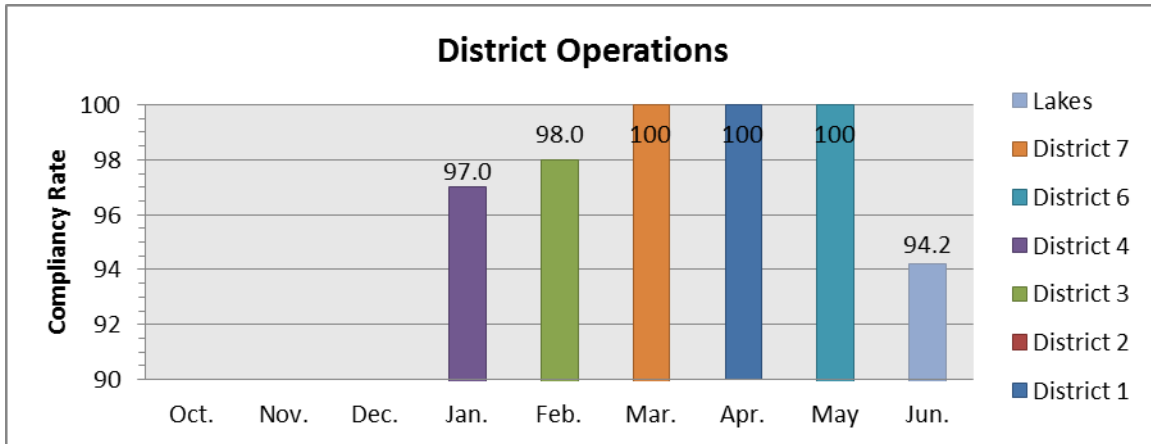
Employee Email Inspection: MCSO generates and reviews a random sample of all Sheriff's Office employee email accounts from the previous month. This inspection complies with MCSO Policies GM-1, *Electronic Communications and Voicemail* and CP-2, *Code of Conduct* and is consistent with the Court Order paragraph 23.



Supervisory Notes Inspection: MCSO conducts a random sampling of all Blue Team supervisory note entries from the prior month. The inspection complies with MCSO Policy GB-2, *Command Responsibility* and is consistent with the Court Order paragraphs 85, 87, 92, 95, and 99.



District Operations Inspection: MCSO inspects district operations monthly. The Inspections Report (I-Report) is due by the end of each month. The BIO Chief identifies one or two districts/divisions for uniform inspections using a matrix of random facility employees. The PSB previously conducted this inspection; however, it has been updated and will comply with Sheriff’s Office Policy.



An ongoing and consistent analysis of all inspection results, to include comparisons between staff members from all districts and divisions, was instrumental in identifying the progress of various Sheriff’s Office components through compliance to established procedures. Patterns or trends in compliancy rates developed over time assisted the BIO with recommendations for improvement and ultimately in sustaining adherence to Sheriff’s Office Policies and the Court Order.

E. 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. These assignments are as follows:

Table #3	
MCSO Unit Assignments for Court Order	
Section	Unit Name
III. MCSO Implementation Unit and Internal Agency-Wide Assessment	• Court Implementation Division
IV. Monitor Review Process	• Court Implementation Division

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

Section IV – Monitor Review Process

The Court's Order, Section IV directs submission of policies and appeals, and sets deadlines. Consistent with paragraph 14, MCSO responded expeditiously to all requests for documentation. Consistent with paragraph 15, MCSO completed resubmissions when requested (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.

Section V – Policies and Procedures

Upon receipt of the Court Order and consistent with the requirements of paragraph 18 for the MCSO to deliver police services consistent with the Constitution and laws of the United States and the State of Arizona, the MCSO proceeded with the creation of new or amended Office Policies and Procedures. In doing so, the MCSO committed to ensuring equal protection and bias-free policing. To ensure compliance with the Court Order, the MCSO conducted an initial comprehensive review of all Patrol Operations and Policies and Procedures, consistent with paragraph 19 of the Court Order. Within the MCSO’s Annual Policy Assessment, nine policies were identified. MCSO amended and/or newly drafted these nine policies (See Table #5). These policies were also reviewed and approved by the Monitor.

Consistent with the requirements of paragraph 31, the MCSO ensured Office personnel received, read, and understood these policies as they were disseminated via the Briefing Board and made available on the MCSO Intranet. The e-Learning system was utilized to memorialize and track receipt of these policies and procedures, with a compliance deadline of October 31, 2014. These policies and procedures were also provided and discussed during Court Order related-training, Bias-Free Policing; and Detention, Arrests, and Immigration Related Laws, which was completed December 31, 2014.

Table #4		
Initial Review and Dissemination of Court Order-related Policies		
Policy #	Policy Name	Effective Date
CP-2	<i>Code of Conduct</i>	09-05-14
CP-8	<i>Preventing Racial and Other Bias-Based Profiling</i>	09-05-14
EA-5	<i>Enforcement Communications</i>	09-05-14
EA-11	<i>Arrest Procedures</i>	09-05-14
EB-1	<i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i>	09-22-14
EB-2	<i>Traffic Stop Data Collection</i>	09-22-14
GC-17	<i>Employee Disciplinary Procedures</i>	09-05-14
GH-2	<i>Internal Investigations</i>	09-05-14
GJ-33	<i>Significant Operations</i>	09-05-14

After the initial assessment of the Court Order related Patrol Operations Policies, the Policy Section identified 11 additional policies. During this reporting period, the Policy Section began the review and revision process of the following policies:

Table #5		
Order-related Policies under Review/Revision Process		
Policy #	Policy Name	Effective Date
EA-5	<i>Enforcement Communications</i>	Pending
GA-1	<i>Development of Written Orders</i>	Pending
GB-2	<i>Command Responsibility</i>	Pending
GC-4	<i>Employee Performance Appraisals</i>	Pending
GC-7	<i>Transfer of Personnel</i>	Pending
GF-3	<i>Criminal History Record Information and Public Records</i>	Pending
GF-5	<i>Incident Report Guidelines</i>	Pending
GG-2	<i>Training Administration</i>	Pending
GJ-26	<i>Sheriff's Reserve Deputy Program</i>	Pending
GJ-27	<i>Sheriff's Posse Program</i>	Pending
GM-1	<i>Electronic Communications and Voicemail</i>	05-28-15

The Policy Section worked with the CID and the BIO to research, develop, and implement the following three new Court Order related policies:

Table #6		
New Court Order-related Policies		
Policy #	Policy Name	Effective Date
GH-4	<i>Bureau of Internal Oversight</i>	05-28-15
GJ-33	<i>Significant Operations</i>	09-05-14
GJ-35	<i>Body Worn Cameras</i>	06-23-15

The Briefing Board is an official informational publication utilized by MCSO to announce revised, time-sensitive changes to MCSO policy. The Briefing Board has the same force and effect of policy. In May 2014, MCSO initiated the use of Administrative Broadcasts to announce non-policy related information, including directions from the Court. During this time period, the Policy Section published 14 Court Order related Briefing Boards and 19 Court Order related Administrative Broadcasts.

The following Brief Boards were published during this reporting period:

Table #7		
MCSO Briefing Boards		
B.B. #	Subject	Date Issued
14-28	Immediate <i>Incident Report</i> Submittal and Supervisor Review Change.	04-03-15
14-36	Mandatory E-Learning: Melendres v. Arpaio	04-18-14
14-37	Mandatory Signatures on the Attestation Logs: Melendres v. Arpaio.	04-23-14
14-39	Reminder of Mandatory Signatures on the Attestation Logs: Melendres v. Arpaio.	04-29-14
14-43	Immediate Policy Change to Policy GB-2, <i>Command Responsibility</i> ; A supervisors span of control is ideally less than ten, but should not exceed twelve except during temporary situations, or in emergencies.	05-01-14
14-48	Immediate Policy Change to Policy GB-2, <i>Command Responsibility</i> ; There shall no longer be acting supervisors.	05-19-14
14-58	Publication of Policies: CP-2, <i>Code of Conduct</i> ; CP-8, <i>Preventing Racial and Other Biased-Based Profiling</i> ; EA-5, <i>Enforcement Communications</i> ; EA-11, <i>Arrest Procedures</i> ; GC-17, <i>Employee Discipline Procedure</i> ; GH-2, <i>Internal Investigations</i> ; GJ-33, <i>Significant Operations</i>	09-05-14
14-60	Publication of Policies: EB-1, <i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i> ; EB-2, <i>Traffic Data Collection</i>	09-22-14
14-71	Special Briefing Board – Information Every Employee Needs to Know	12-17-14
14-73	Immediate Policy Changes to Policies GC-17, <i>Employee Disciplinary Procedure</i> and GH-2, <i>Internal Investigations</i> ; ARS § 38-1110 set 180 calendar day time limits on internal investigations.	12-30-14
15-02	Explanation of the new E-Policy System and distribution of policies.	01-22-15
15-04	Procedures for the seizure of drivers' licenses and license plates	04-17-15
15-07	Publication of Policy GH-4, <i>Bureau of Internal Oversight</i>	05-28-15
15-10	Publication of Policies GJ-35, <i>Body-Worn Cameras</i> and GM-1, <i>Electronic Communications and Voice Mail</i>	06-23-15

The following Administrative Broadcasts were published during this reporting period:

Table #8		
MCSO Administrative Broadcasts		
A.B. #	Subject	Date Issued
14-14	Immigration Status Inquired Block in TraCS and the Vehicle Stop Contact Form	05-30-14
14-34	Professional Standards Bureau	07-22-14
14-54	Traffic Stop Duration; Changes to MCSO Vehicle Stop Contact Forms	10-01-14
14-57	Origin Data Field on Arizona Citation and Complaint Form	10-09-14
14-62	Immigration Status Inquired Block in TraCS and the Vehicle Stop Contact Form	10-14-14
14-75	Law and Legal Update; Enjoin enforcement of Arizona Revised Statute (ARS) § 13-2319, Human Smuggling Act	11-17-14
14-81	Community Outreach Event Form	12-08-14
14-86	New Computer Aided Dispatch (CAD)/Mobile Police System (MPS) Disposition Codes	12-12-14
14-87	Melendres Related Court Documents	12-16-14
14-89	Post Entry of Hand Written Arizona Traffic Citation/Complaint and Traffic Stop Forms	12-17-14
15-08	Law and Legal Update; Preliminary enjoin enforcement of ARS § 13-2009 (A) (3) and the portion of ARS § 13-2008 (A) that addresses actions committed “with the intent to obtain or continue employment.”	01-15-15
15-12	Blue Team Notes for Patrol Supervisors	01-28-15
15-13	EI Pro Application	02-05-15
15-16	Revision – Blue Team Supervisor Notes for Patrol Supervisors – Review of Data Collected	02-10-15
15-20	Law and Legal Update; Enjoin the operation of Arizona’s Proposition 100 Laws	02-19-15
15-21	Division Name Change-Court Implementation Division	02-20-15
15-28	Blue Team Incident Type Category Name Change	03-12-15
15-30	Mandatory Blue Team Training Deficiencies	03-16-15
15-36	Blue Team Entries	03-24-15

Briefing Board 14-71: *Special Briefing Board-Information Every Employee Needs To Know* published December 17, 2014 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.

MCSO Administrative Broadcast 14-75: *Law and Legal Update* published November 17, 2014 announced Judge Susan R. Bolton's Order, permanently enjoining enforcement of Arizona Revised Statute 13-2319, *the Human Smuggling Act*.

MCSO Administrative Broadcast 15-08: *Law and Legal Update*, published January 15, 2015 announced United States District Court Judge David G. Campbell's Order, preliminarily enjoining enforcement of Arizona Revised Statutes (A.R.S) 13-2009.A.3 and A.R.S 13-2008.A, Identity Theft for the Purposes of Obtaining or Continuing Employment.

MCSO Administrative Broadcast 15-20: *Law and Legal Update*, published February 19, 2015, announced Judge Susan R. Bolton's Order, enjoining the operation of Arizona's Proposition 100 Laws, which prohibits granting undocumented immigrants any form of bail or pretrial release.

In addition to these court orders, MCSO continued to communicate other relevant orders to ensure a full understanding and reinforce MCSO's commitment to achieving full and effective compliance with the Court Order.

Consistent with the Court Order, paragraph 31 requirements regarding MCSO personnel's receipt and comprehension of the policies and procedures, the Policy Section worked with the Training Division to develop and implement the e-Policy system in January 2015. MCSO utilizes the system to distribute and require attestation of all Briefing Boards and published policies. E-Policy memorializes and tracks employee compliance with the required reading of MCSO policy and procedures, acknowledging an understanding of them, and expressing an agreement to abide by the requirements of the policies and procedures. MCSO makes available the Critical, Detention, Enforcement, and General Policies via e-Policy as a resource for all MCSO personnel.

Section VI – Pre-Planned Operations

The Court's 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.

From October 20 - October 27, 2014 the Special Investigations Division (SID) held a pre-planned significant operation, referred to as Operation Borderline. Consistent with the requirements of Section VI of the Court Order, SID developed a written protocol including a statement of operational motivations and objectives, provided supporting documentation for the operation, and provided instructions to supervisors, deputies, and posse members. SID also conducted a post operation analysis, reviewing collected traffic stop and arrest data, and collected complaints, consistent with paragraph 68 of the Court Order. The protocol was submitted to the Monitor prior to the operation; and the post analysis was provided at the conclusion of the operation, consistent with paragraphs 36 – 38 of the Court Order. Additionally, the MCSO notified the Monitor of arrests involving five or more people within 24 hours of the arrest during the operation, consistent with paragraph 40 of the Court Order. In accordance with MCSO Policy GJ-33, *Significant Operations*, the MCSO held a community meeting in Gila Bend within 30 days of Operation Borderline.

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 US District 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 ARS §13-2009(A)(3) and the portion of ARS § 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 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 returned the grant funding provided by the State of Arizona to enforce these crimes.

Section VII – Training

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.

The MCSO, consistent with paragraph 44, published a training schedule for Bias-Free Policing and Detentions, Arrests, and Immigration-Related Laws and began delivering the training on September 8, 2014. The MCSO adhered to the instructional requirements of paragraphs 42 and

43, including limitations concerning the extent of online training and the requirements concerning educational background of the training staff. The training was delivered by both MCSO staff and outside instructors who were approved by the MCSO, the Plaintiffs, and the Monitor.

In total 1,861 employees attended this training by the December 31, 2014 deadline. These employees (682 compensated deputies, 37 reserve deputies, 34 retired reserve deputies, 1,100 posse members, and eight civilians) completed the training and passed the test administered via e-Learning.

Due to database and personnel file management deficiencies, it was unknown how many posse members did not attend the mandatory training; however, any identified posse member (and any reserve deputy or retired reserve deputy) who did not attend the training was released from the posse program.

In November 2014, CID created the Posse Personnel Management Unit (PPMU) which was tasked with establishing a list of active posse members and creating personnel files for each member to have greater management and accountability of MCSO's Posse members. PPMU deconstructed the posse member list and used as a member baseline, those posse members who completed the mandatory, Bias-Free Policing and Detentions, Arrests, and Immigration-Related Laws training pursuant to the Court Order. Once the list was established, it was compared to the April 17, 2014 Corrective Statement Attestation Log and the May 15, 2014 Order requiring Audio/Video Self-Survey memos acknowledging access to audio/video recording devices. Any posse member who completed the mandatory training, but did not sign the Attestation Log or complete the Audio/Video survey was separated from the Posse Program.

On May 6, 2015, PPMU completed its initial task of establishing a roster of active posse members who completed the mandatory 20 hour Bias Free Policing and Detentions, Arrests, and Immigration Related training and completed the Corrective Statement Attestation and the Self-Reporting Audio Video Survey. As of May 6, 2015, the active posse member roster contained 1,020 members.

The PPMU continues to compile a list of anyone who has ever been a part of the MCSO Posse Program and confirm the status of each member to determine if an Audio Video Self-Reporting Survey is required. In 2014, the Enforcement Support Division sent posse members a request via US Mail to complete the Audio/Video Self-Reporting Survey. PPMU is attempting to contact separated posse members via email, phone, and in person using the information in the MCSO Posse Program database.

The PPMU continues to track the progress of the Self-Reporting Audio Video Survey collection and report information required pursuant to the May 15, 2014 Court Order to the Professional Standards Bureau (PSB) for the required reporting to the Monitor on a weekly basis as it relates to the volunteer posse personnel.

The Training Division ensures that all relevant personnel receive training initially and annually thereafter consistent with paragraphs 48, 50, and 52. To assist in this compliance, the Training

Division initiated a revision of Policy GG-1, formerly titled *Basic Training Program*, renamed to *Law Enforcement Training Administration*. This policy will combine policies and protocols from the previous GG-1 and GG-2, *Training Administration* (The “new” GG-2 will solely focus on detention related training and administration). Policy GG-1, *Law Enforcement Training Administration* delineates the required initial and subsequent annual training related to the Court Order; in addition to lesson plan development, instructor criteria, course assessments and remediation, master calendar, and records.

The Training Division continues to work with the Maricopa County Attorney’s Office to draft the annual Bias-Free Policing and Detention, Arrests, and Immigration Related Law training curriculum to comply with the Court Order. This annual training was renamed Bias-Free Policing and the Fourth Amendment. No final lesson plan was completed during this reporting period. The Training Division worked with personnel from the BIO and CID and continues to develop the supervisor training lesson plan and practical scenarios. A final lesson plan was not completed during this reporting period. The Training Division also continues to develop a lesson plan for TraCS training. A final lesson plan was not completed during this reporting period.

The Training Division worked with the EIU to facilitate in-person Blue Team training. The Training Division monitors and reports employees who attend and successfully complete the examination administered via the e-Learning system.

The Training Division worked with Taser International and CID to develop a Body-Worn Camera lesson plan and to create a training schedule for the body camera roll out to patrol deputies. It is anticipated that it will take one to two weeks to train-the-trainer and approximately three hours to train employees on the equipment, operation, functionality, and Office Policy EA-6, *Body Worn Cameras*. Consistent with the Court Order, paragraph 31 requirements regarding receipt and comprehension of the policies and procedures by MCSO personnel, MCSO implemented the e-Policy system in January 2015. It is a web based system that operates similar to e-Learning and is now utilized to distribute and obtain attestations of all Briefing Boards and published policies. E-Policy memorializes and tracks employee compliance with the required reading of MCSO policy and procedures, acknowledging an understanding of them, and expressing an agreement to abide by the requirements of the policies and procedures. MCSO imports all information regarding completed policy modules into Skills Manager, from which a report can be generated. The Critical, Detention, Enforcement, and General Policies are available via e-Policy as a resource for all MCSO personnel to view.

During this reporting period, e-Policy was utilized to disseminate the following:

- Three Court Order related policies:
 - GH-4, *Bureau of Internal Oversight*
 - GJ-35, *Body-Worn Cameras*
 - GM-1, *Electronic Communication and Voicemail*
- One Court Order related Briefing Board:
 - B.B. # 15-04, *Seizure of Drivers’ Licenses and License Plates*

- Fourteen non-Court Order related policies

Lastly, with assistance from the Policy Section, the Training Division is currently revising MCSO Policy GG-1, *Peace Officer Training Administration*, in order to address several issues raised by the Monitor:

- The establishment of “instructor criteria” by delineating minimum qualifications, consistent with Court Order paragraph 42.
- A definition of *training* and the establishment of minimum requirements for such training, in an effort to further standardize the process as suggested by the Monitor Team, consistent with Court Order paragraphs 46 and 47.
- The establishment of a training cycle for all Court Order-related training. The cycle provides for, the continual evaluation of the effectiveness of delivered training, consistent with Court Order paragraphs 46 and 47.
- The creation of a Master Training Calendar by which the MCSO will track and make available to its employees, all Court Order-related training, consistent with Court Order paragraphs 43, 46, and 47.
- The development of a formal reporting mechanism within the training cycle which addresses conveyance of systemic issues identified by the Early Intervention Unit, consistent with Court Order paragraphs 46 and 47.

In order to enhance the investigative abilities and performance of MCSO detectives and to assist the detectives’ accountability for conducting quality investigations, the Detective and Investigations Bureau Deputy Chief implemented the requirement that all MCSO detectives receive their detective certification. After a review of detective training records, MCSO identified 155 detective positions, 100 of which had their detective certification and 34 had partially completed the requirements. Detective classes began in December 2014 and continued throughout this reporting period. As of June 30, 2015, 148 detectives received their certification. MCSO anticipates 100% compliance with this requirement by March 2016.

Section VIII – Traffic Stop Documentation And Data Collection And Review

In the Court ordered related training, MCSO disseminated and delivered, two traffic-related policies, EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance* and EB-2, *Traffic Stop Data Collection*. These policies address traffic stop requirements, ensuring that they are bias-free. By disseminating and training staff on these policies, MCSO complies with the Court’s Order, paragraph 54.

During this rating period, the BIO conducted nine traffic stop related inspections to comply with the Court’s Order, paragraph 64 (see Section III-D). The inspections were for traffic stop data, consistent with paragraphs 54-57, to ensure that MCSO: a) collected all traffic stop data to

comply with MCSO Policy, EB-2, *Traffic Stop Data Collection*; b) accurately completed all forms; c) closed and validated all TraCS forms; d) used the correct CAD codes and sub codes; and e) supervisors reviewed and memorialized Incident Reports within guidelines. Respective division commanders received BIO Action Forms for the deficiencies.

MCSO implemented TraCS to electronically collect existing handwritten traffic stop data as the Court Order requires. The goal of TraCS is to minimize collecting required data on paper forms and to transition to collecting electronic data only, consistent with Court Order paragraph 60.

Further, MCSO implemented a system that allows deputies to input traffic stop data electronically. As of June 30, 2015, MCSO installed all 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; and 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).

MCSO is committed to developing and implementing a system for the audio and video recording of traffic stops and a protocol for storing and reviewing the recordings pursuant to the Court Order, paragraphs 61-63. On October 10, 2014, the Court amended its Order because MCSO and the Plaintiffs agreed for 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.

The Technology Management Bureau continues to evaluate the IT infrastructure to determine the Patrol Districts upload capabilities to support the videos uploaded from the body worn cameras. It is anticipated that infrastructure implementation by Cox Communications will begin in September 2015

The Training Division worked with CID and Taser International to develop a lesson plan for body-worn cameras. On June 26, 2015 the Training Division provided a draft of the lesson plan to the Monitor for review. The Training Division continues to create a training schedule to accommodate body camera roll out to patrol deputies. It anticipates one to two weeks to train-

the-trainer and approximately three hours to train employees on the equipment, operation, functionality, and Office policy GJ-35, *Body-Worn Cameras*.

On June 24, 2015 MCSO published and disseminated via e-Policy Office Policy GJ-35, *Body-Worn Cameras*, along with the *Body Camera Inspection Methodology* and *Body Camera Inspection Checklist*.

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.

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

The EIU is part of the BIO and is comprised of one lieutenant, three sergeants, one business analyst, and one administrative assistant.

The EIS is a system of electronic databases that capture and store threshold events to help support and improve employee performance through early intervention and/or to identify MCSO operating procedures that need evaluation. The computerized relational database collects, maintains, integrates, and retrieves information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the MCSO to document appropriate identifying information for involved employees and the actions taken to address the tendencies identified.

MCSO purchased the IA Pro/Blue Team program from CI Technologies to allow employees and supervisors to record incidents, performance, and conduct into the Blue Team system. This information is then transferred to the IA Pro case management system. MCSO implemented IA Pro on May 9, 2014 and Blue Team on October 20, 2014.

MCSO purchased the EI Pro program from CI Technologies, in addition to the services and technical support, to address and allow supervisor accessibility to view subordinate files in accordance with Court Order Section IX. The EI Pro program provides first line supervisors with unfettered access to information about their subordinates. Supervisors are able to view, review, and print incidents entered into the EIS. MCSO implemented EI Pro in January 2015.

The EIU and BIO worked with Dr. Charles Katz, Associate Professor of the School of Criminology and Criminal Justice at Arizona State University, and his colleagues to discuss

building methodologies and benchmarks to use in the analysis of MCSO's traffic stop data in order to provide a statistically defensible approach in identifying warning signs or indicia of racial profiling and other police conduct, consistent with Court Order paragraphs 67 and 69.

The EIU tracks 42 different behaviors. When an alert is set because a behavior met an established threshold, the EIU contacts the employee's supervisor and works with the supervisor and the employee to determine if the alert is valid. If the alert is valid, the EIU works with the supervisor and employee to determine the root cause for the behavior and a solution to address the behavior.

During this reporting period, the IA Pro system set 1,519 alerts. Of these alerts, 474 were forwarded to supervisors for further inquiry (428 have been completed and 46 remain open). The remaining alerts were either false alerts or the alert was rolled into another alert already open. If an alert has already been sent out for a behavior and the behavior reoccurs before a resolution to the first alert is completed, the new alert is rolled into the open alert. A false alert can occur for many reasons. Common possible reasons for a false alert are the following:

- behaviors causing an alert in an Incident type alert are dissimilar in nature (i.e. 2 external complaints are received, one is for rudeness and the other is for driving behavior);
- an alert is set in the overall alert category while an alert was previously set for the same incident and behavior in an incident type alert or allegations type alert;
- employee is in monitored status (administrative leave) and any tracked incident is documented (i.e. an employee is on monitored status and his supervisor submits a supervisor note on the employee);
- an alert is set because the same incident or allegation was entered multiple times (i.e. the county attorney sends a turndown for a case three times one week apart causing multiple entries for the same turndown, thus setting an alert).

The EIU processed and quality-assured the following:

- County Attorney Actions: 966 (started collecting data on January 1, 2015)
- Notices of Claim / Law Suits / Summons: 102
- Supervisor Notes: 26,831
- Briefing Notes: 1,118 (started collecting data in December 2014)
- Commendations: 737 (started collecting data in September 2014)
- Critical Incident: 10 (started collecting data in February 2015)
- Firearm Discharges: 6 (started collecting data in November 2014)
- Forced Entries: 5 (started collecting data in November 2014)
- Integrity Tests of the Complaint System: 94
- IR Memorializations: 64
- Line Level Inspections: 717 (started collecting data in January 2015)
- Vehicle Accidents: 131
- Uses of Force : 541
- Other Tracked Behavior: 5,333
(Includes: Off-Duty Police Contact; Loss of Badge/ID; Loss of Equipment: Speed (over 100 mph, over 85 mph); 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)

As the EIS continued to evolve, the EIU made the following changes/additions during this rating period:

- Line Level inspections were added to Blue Team and IA Pro for supervisors to record inspections and for the BIO to audit.
- Functionality to the analysis of TraCS data to include the analysis of deputy comparison by beat and district comparison.
- Deputy years of service and race/ethnicity were also added to the deputy activity sheet.
- The code for analysis of passenger contacts was rewritten to display both the number and perceived race/ethnicity of passengers and passengers contacted.
- Potential Questionable Behavior was renamed Other Tracked Behavior.
- The allegation Security Breach was added to allegations tracked under Other Tracked Behavior.
- The traffic stop analysis was improved to include the comparison of Deputies on Squads and the comparison of Squads in Districts. Two new tools were created for patrol supervisors to assist in their review of patrol data for their employees.
- The EI Pro program moved from the beta phase to production phase. It now includes a search engine, drill down tools for each event, and tools to aid supervisors in identifying behaviors which may need to be addressed.
- Line Level Inspections entered in Blue Team improved to include the ability to electronically “carbon copy” (cc) other supervisors and are now made available for commanders to review.

During this reporting period, the EIU continued to revise the EIS policy, consistent with Court Order paragraphs 80 and 81. The EIU submitted the revised draft to the Monitor for review and approval on June 25, 2015.

Section X – Supervision and Evaluations of Officer Performance

The Court Order requires increased deputy supervision and evaluation. Supervisors mandated that their subordinates read the required court documents. They achieved 100% completion. Additionally, the Patrol Bureau Chief held monthly meetings with District Commanders to discuss progress and future measures to take in accordance with the Court Order.

On July 20, 2014, MCSO promoted 17 sergeants to meet supervision requirements requiring no more than 12 deputies for every one supervisor, consistent with paragraph 82 of the Court Order. Deputies are assigned to a single, consistent, and clearly identified supervisor, which is consistent with paragraph 84 of the Court Order. Additionally, MCSO requires that when a supervisor is not available to work, another supervisor must be assigned to duty. These supervision requirements were announced via the Briefing Boards, 14-43 and 14-48, and in the draft revision of MCSO Policy GB-2, *Command Responsibility*.

In order to ensure continued compliance with the ratio requirement, the Deputy Chief of the Patrol Bureau developed a standardized shift roster for all patrol districts. Patrol districts began using this roster on September 1, 2014.

Additionally, the Patrol Bureau Deputy Chief continues to review supervisory staffing levels and assignments throughout patrol to ensure continued compliance with the 12 to 1 ratio requirements consistent with paragraph 82 and that deputies are assigned to a single, consistent, and clearly-identified supervisor, consistent with paragraphs 84 and 86 of the Court Order. The BIO also conducts a monthly inspection of shift rosters to ensure the supervisory ratio is maintained and that deputies are assigned to and work the same days and hours as their supervisor.

Through the EIU and the EIS, quality assurance efforts will occur as implementation continues. Blue Team captures data to ensure supervisors discuss the stops made by each deputy they supervise and the BIO inspects supervisors' monthly notes to ensure that supervisors document those discussions, consistent with paragraph 85 of the Court Order.

The BIO conducts office wide audits and inspections, further ensuring supervisory responsibility and accountability. The BIO conducts inspections to ensure 1) deputies notify a supervisor before initiating an immigration related investigation and before affecting an immigration related arrest consistent with the requirements of paragraph 89; 2) the documentation of detentions and stops, and the submission of incident reports by the end of shift consistent with paragraphs 90 and 93; and 3) all detentions and arrests are supported by reasonable suspicion and probable cause consistent with paragraphs 91 and 94 of the Court Order.

MCSO personnel from the CID, BIO, and Training Division continued to develop the Supervisor Training Lesson Plan and practical scenarios. A final lesson plan was not completed during this reporting period.

The Human Resources Bureau, Personnel Services Division; and Compliance Division, Policy Section continued to revise MCSO Employee Performance Appraisals and MCSO Policy GC-4, *Employee Performance Appraisals*.

Section XI – Misconduct and Complaints

To assure 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.

The MCSO revised, disseminated, and delivered in the Court Order-related training, Policy CP-2, *Code of Conduct*, to make clear to all MCSO personnel exactly what is expected of them and what conduct is prohibited. Policy CP-8, *Preventing Racial and Other Biased-Based Profiling* was also revised, disseminated, and delivered in the Court Order-related training, to ensure personnel are fully aware of the scope of prohibitions and the content of the Order.

The MCSO revised, disseminated, and delivered in the Court Order-related training, Policy GH-2, *Internal Investigations*. Policy GH-2 lists 9 categories of complaints, one specifically called “External or Internal – Racial & Other Biased-Based Profiling” and designates the PSB as the investigatory body for these complaints.

Lastly, to provide clear guidance concerning prohibitions against discrimination in any form, MCSO amended, disseminated, and delivered in the Court Order-related training, Office Policy GC-17, *Employee Disciplinary Procedure*. As part of the policy, a disciplinary schedule was introduced that designates violations of MCSO policy concerning racial or other biased-based profiling, as well as discrimination based on a person’s race or ethnicity, to be a Category 6 offense with penalties ranging from 40 hours suspension to termination of employment. The same policy also designates the failure to report actual or alleged incidents of misconduct as a Category 2 offense with penalties ranging from written reprimands to dismissal from the Office.

All of the above policies were provided during the Court Order-related training which was completed December 31, 2014.

Although MCSO revised, disseminated, and delivered during the Court Order-related training (4th Quarter 2014), Policy GH-2, *Internal Investigations*, the PSB is currently reviewing and revising Office Policy GH-2. Once revised, the PSB will train division level supervisory personnel.

The PSB is developing a training curriculum related to administrative investigations conducted at the division level to ensure quality and efficiency. The PSB is creating an Administrative Investigation Checklist to ensure investigators complete all required tasks during an administrative investigation, and continues to revise all administrative investigative forms and resources available to employees.

Consistent with the Court Order paragraph 102, MCSO mandated that any internal or external misconduct allegations must be reported to the PSB. Whenever misconduct is alleged, the PSB must assign an IA case number. During this reporting period, the PSB assigned 1,095 IA case numbers, and completed and closed 739 IA cases.

Consistent with the Court Order paragraph 103, requiring MCSO to conduct regular, targeted, and random integrity audit checks, PSB continues to work with the BIO to identify the inspections currently conducted, which may be related to compliance with this paragraph. In addition, PSB collaborated with the Monitor to determine what types of activity would constitute a “random integrity audit check” and continued to create an outline for an Integrity Check Operations Manual to assist with conducting these types of audits.

Lastly, the EIU utilized IA Pro and Blue Team to monitor and analyze behavior that may lead to misconduct (see Section IX) and the BIO addressed Court Order compliance by conducting audits and inspections of employee performance and misconduct (see Section III).

Section XII – Community Engagement

The Community Outreach Division (CO_RD) within the MCSO develops, coordinates, and documents the “Office to Community” engagement activity events. The CO_RD 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 monthly. The CO_RD is not limited by its ability to provide manpower from within its own ranks, as all MCSO personnel, including sworn, detention, civilian, posse, and explorers, of all ranks and command, are available to meet the staffing requirements of any given occasion.

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. Additional community events include:

- Multi-Cultural Career & Education Expo in Phoenix
- Meet-and-greet with the migrant community in Aguila
- Arizona Black Law Enforcement Conference
- Arizona Muslim Police Advisory Board
- Citizens Academy (English and Spanish)
- Hispanic Women’s Conference
- Hispanic Heritage Month Ceremony & Celebration
- Special Olympics of Arizona in the Law Enforcement Torch Run
- Fry’s Fuel of Dreams event
- Black History Month Ceremony & Celebration
- Freedom From Violence Walk in South Phoenix

From January 2015 – June 2015, MCSO participated in 163 different community events. These activities were documented through photographic record on the official MCSO Facebook page. The Facebook page has over 27,350 Likes, more than doubling in size from the previous year. MCSO also posted to the Twitter handle @MaricopaSheriff which has over 5,000 followers. MCSO’s effective use of social media accounts results in its messages reaching thousands of people, not only in Maricopa County, but around the world.

Lastly, the Sheriff, the Chief Deputy, command personnel, members from the Patrol Bureau, the PSB, and CID, at Sheriff Arpaio’s direction, attended the Monitor’s Community Outreach Meetings throughout the county to further constructively engage with the community and work towards reform, improving community relations, and rebuilding public confidence and trust.

CONCLUSION

The MCSO has taken major steps toward compliance with the Court Order. The ability in the near future to implement training and promulgate additional policies and procedures will further assist in these efforts. MCSO has achieved much in many areas, particularly involving: the creation of directives; the delivery of Court Order-related training; technology acquisition and programming to allow for data collection; the implementation of electronic data collection; the creation of the EIU and the BIO; increased supervision; improvements to the PSB data collection process; and community outreach. MCSO is developing comprehensive and specific metrics and guidelines to measure full and effective compliance and will seek feedback and approval from the Monitor Team to ensure that MCOS's measures of success are congruent with the Court Order.

Appendix A: MCSO Melendres Court Order Compliance Chart

Reporting Dates:		07/01/2014 - 09/30/2014	10/01/2014 - 12/31/2014	01/01/2015 - 03/31/2015	04/01/2015 - 06/30/2015					
Publish Date:		Dec. 15, 2014	Apr. 16, 2015	Jul. 14, 2015	Pending Monitor's Report					
Para. #	Requirement	2nd Qtrly Report	3rd Qtrly Report		4th Qtrly Report		5th Qtrly Report		Date of Full Compliance	
			Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2		
Section III. MCSO Implementation Unit and Internal Agency-wide Assessment										
9	Form a Court Order Implementation Unit		N/A	X						
10	Collection and Maintenance of All Data and Records		N/A							
11	MCSO Quarterly Report	X	N/A	X		X				
12	MCSO Annual Internal Assessment - Information		N/A							
13	MCSO Annual Internal Assessment - Dates/Compliance		N/A							
Section V. Policies and Procedures										
21	Create and Disseminate Policy Regarding Biased-Free Policing		X		X					
22	Reinforce Discriminatory Policing is Unacceptable		X		X					
23	Modify Code of Conduct Policy (CP-2): Prohibited Use of County Property		X		X	X				Jul. 14, 2015
24	Ensure Operations are Not Motivated, Initiated, or Based on		X							
25	Revise Policies to Ensure Bias-Free Traffic Enforcement		X	X	X	X				Apr. 16, 2015
26	Revise Policies to Ensure Bias-Free Investigatory Detentions and Arrests		X		X					
27	Remove LEAR Policy from Policies and Procedures	X	X	X	X	X				Sep. 18, 2014
28	Revise Policies Regarding Immigration Related Law		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		N/A	X	N/A	X				Apr. 16, 2015
30	Submit All Policies to Monitor within 90 Days of Effective Date; and Have Approval by Monitor Prior to Implementation		N/A	X	N/A	X				Apr. 16, 2015
31	Ensure Personnel Receive, Read, and Understand Policy		N/A							
32	All Personnel shall Report Violations of Policy; and Employees shall be Held Accountable for Policy Violations		X		X					
33	Personnel Who Engage in Discriminatory Policing shall be Subject to Discipline		X		X					
34	On Annual Basis, Review Policy and Document It in Writing		X							

Para. #	Requirement	2nd Qtrly Report	3rd Qtrly Report		4th Qtrly Report		5th Qtrly Report		Date of Full Compliance
			Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	
Section VI. Pre-Planned Operations									
35	Monitor shall Regularly Review Documents of any Specialized Units Enforcing Immigration-Related Laws to Ensure Accordance with Law and Court Order								
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			Apr. 16, 2015
37	Have Standard Template for Op Plans and Standard Instructions for Supervisors, Deputies, and Posse Members		X	X	X	X			Apr. 16, 2015
38	Create and Provide Monitor with Approved Documentation of Significant Op within 10 Days After Op								
40	Notify Monitor and Plaintiffs within 24 hrs. of any Immigration Related		X	X	X	X			Apr. 16, 2015
Section VII. Training									
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		N/A		N/A				
46	Curriculum, Training Materials, and Proposed Instructors	X	N/A		N/A				
47	Regularly Update Training (from Feedback and Changes in Law)								
48	Bias-Free Policing Training Requirements (12 hrs. Initially, then 6		N/A	X	N/A	X			Apr. 16, 2015
49	Bias-Free Policing Training shall Incorporate Current Developments in Federal and State Law and MCSO Policy		N/A	X	N/A	X			Apr. 16, 2015
50	Fourth Amendment Training (6 hrs. Initially, then 4 hrs. Annually)								
51	Fourth Amendment Training shall Incorporate Current Developments in Federal and State Laws and MCSO Policy		N/A	X	N/A	X			Apr. 16, 2015
52	Supervisor Responsibilities Training (6 hrs. Initially, then 4 hrs. Annually)								
53	Supervisor Responsibilities Training Curriculum								
Section VIII. Traffic Stop Documentation and Data Collection and Review									
54	Collection of Traffic Stop Data		X		X				

Para. #	Requirement	2nd Qtrly Report	3rd Qtrly Report		4th Qtrly Report		5th Qtrly Report		Date of Full Compliance
			Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	
55	Assign Unique ID for Each Incident/Stop, So Other Documentation can Link to Stop	X	X	X	X	X			Dec. 15, 2014
56	Maintaining Integrity and Accuracy of Traffic Stop Data								
57	Ensure Recording of Stop Length Time and Providing Signed Receipt for Each Stop								
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			Sep. 18, 2014
59	Providing Monitors and Plaintiffs' Representative Full Access to Collected Data	X	N/A	X	N/A	X			Sep. 18, 2014
60	Develop System for Electronic Data Entry by Deputies				X				
61	Installing Functional Video and Audio Recording Equipment (Body-Cameras)								
62	Activation and Use of Recording Equipment (Body-Cameras)								
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				
68	Criteria for Analysis of Collected Patrol Data (Significant Ops)	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		N/A	X	N/A	X			Apr. 16, 2015
Section IX. Early Identification System (EIS)									
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	X			Dec. 15, 2014
77	Maintaining Computer Hardware and Software, All Personnel Have Ready and Secure Access		N/A	X	N/A	X			Apr. 16, 2015

Para. #	Requirement	2nd Qtrly Report	3rd Qtrly Report		4th Qtrly Report		5th Qtrly Report		Date of Full Compliance
			Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	
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	X (Pre-EIS data)							
80	EIS Education and Training for all Employees								
81	Develop and Implement Protocol for Using EIS and Information Obtained From It								
Section X. Supervision and Evaluation of Officer Performance									
83	Provide Effective Supervision of Deputies		X		X				
84	Adequate Number of Supervisors (1 Field Supervisor to 12 Deputies)								
85	Supervisors Discuss and Document Traffic Stops with Deputies		X		X				
86	Availability of On-Duty Field Supervisors								
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								
89	Deputies Notify a Supervisor Before Initiating any Immigration Status Investigation and/or Arrest		X		X				
90	Deputies Submit Documentation of All Stops and Investigatory Detentions Conducted to Their Supervisor By End of Shift		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				
94	Supervisor Documentation of Any Arrests that are Unsupported by Probable Cause or Violate Policy		X		X				
95	Supervisors Use EIS to Track Subordinate's Violations or Deficiencies in Arrests and the Corrective Actions Taken								

Para. #	Requirement	2nd Qtrly Report	3rd Qtrly Report		4th Qtrly Report		5th Qtrly Report		Date of Full Compliance
			Phase 1	Phase 2	Phase 1	Phase 2	Phase 1	Phase 2	
96	Command Review of All Supervisory Review Related to Arrests that are Unsupported by Probable Cause or Violate Policy		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								
Section XI. Misconduct and Complaints									
102	Reporting Alleged or Apparent Misconduct		X		X				
103	Audit Check Plan to Detect Deputy Misconduct								
104	Deputy Cooperation with Administrative Investigations		X		X				
105	Investigator Access to Collected Data, Records, Complaints, and Evaluations		X		X				
106	Disclosure of Records of Complaints and Investigations		N/A		N/A				
		10	49	22	43	22	0	0	21

Legend	
X	Compliance Achieved
N/A	Not Applicable, Policy is Not Required
Phase 1 - Development of Policy and Procedures, and Training Received	
Phase 2 - Operational Implementation	
Section I. Definitions (Paragraph 1) - no compliance requirement	
Section II. Effective Date, Jurisdiction and Party Representatives (Paragraphs 2-8) - no compliance requirement	
Section XII. Community Engagement (Paragraphs 107-118) - Monitor's responsibility	
Paragraphs 18, 20, 41, & 82 are Introductions - no compliance requirement	

Appendix B: List of MCSO Acronyms

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
July 03, 2014		
Citation Form	Scanned DL Endorsements and Restrictions were sometimes wrong.	Unlinked Endorsement and Restriction from License information. They will need to be entered manually.
Citation Form	Incorrect Hair and Eye color codes passed to courts	Changed code tables so NCIC values are used.
Citation Report	Signatures are sometimes difficult to scan	Increased size of the bar code. It is uncertain if this change will help with scanning issues so we would appreciate any feedback. NOTE: We've been advised by the Scanner manufacturer that the best way to scan a signature is to begin the scan 8-10 inches away and slowly move the scanner closer to the signature/bar code. It is also advisable to hold the scanner at a slight angle.
Citation Report	Courts complained that signature line was too bold and interfered with scanned images.	Changed the line under the signature to be much lighter and patterned rather than bold and solid.
Citation Rules	Invalid ARS codes passed to court	Changed rule to require ARS code to be selected from Violation code table using the SEARCH function. City codes are not subject to same requirement because the violation code table needs to be loaded with all of the correct city codes.
Citation Rules	Citation Report Number (IR#) was not edited	Added edit rules that require the Report Number (IR#) to begin with IR, followed by 8 digits.
Citation Rules	Date Occur entered is prior to Current Date	Added rule that will advise user if Date Occur precedes current date but will accept the entry. For example a DUI citation could be written long after the date of the DUI because of the delay getting blood work back.
Citation Rules	Citations are occasionally missing Citation Number	Modified the SaveForm command so data is saved more frequently.
Citation Rules	Current date is entered as the Court Date	Added new warning message if Court Date is less than 20 days out. Court Date will be accepted as entered.
Contact Rule	Cursor is placed in Vehicle Number when auto-populate is used from Citation	Modified rule so cursor will be placed in Event Type after auto-populate
Contact Rule	Erroneous message "MC Number does not match current call" appears the first time every Contact is validated.	Corrected rule so message is only issued when current call (on MDC) does not match MC# entered in form.
Database Connections	Database Connection timeout of 10 seconds might be causing other problems in TraCS	Increased Database Connection from 10 seconds to 30 seconds.
CITY table	No entry for Tonto National Forest	Added Tonto National Forest to CITY table. Will recognize entry of 'TNT' and display as Tonto National Forest on forms.
Database Changes	Warning form only support 1 each of License Restriction and Endorsement	Increased table element so up to 10 Endorsements and Restrictions can be stored.

		(Note: The form has always allowed multiple entries but only the first was being stored in the database)
Warning Form	Scanned DL Endorsements and Restrictions were sometimes wrong.	Unlinked Endorsement and Restriction from License information. They will need to be entered manually.
Warning Report	'Unknown' Military status was printing as 'Yes'	Corrected so 'Unknown' is printed as expected.
July 21, 2014		
Crash Form	Anthem, Sun City West and Tonto National Forest missing from city table	Added Anthem, Sun City West and Tonto National Forest to city table
Crash Rules	Needed MCSO-specific modifications, ADOT auto-populate rule does not function	Added edits for IR number, stored Event Number in form. Added work-around for auto-populate. Waiting for fix from ADOT. NOTE: Crash is not yet available to all deputies
Contact Form	DL State appearing in the right margin	Hid the DL State
Forms Manager	All forms have the same icon in the Quick Add window of the Forms Manager	Added new Quick Add icons for Crash, Crash Supplement, and Warning
Forms Manager	Typo in 'Event Number' column heading	Corrected heading
Citation form	Diagram tool not enabled	Made Diagram Tool available for use with Citation Diagram
Citation rule	Replicate not populating GPS location	Corrected Replicate Rule
Citation Report	Scanned images not printing on Deputy copy of Citation	Modified report: a) added attachments, b) only print Citation Diagram box if diagram is present, c) removed the bar code, d) rearranged groups to fit more efficiently on page
July 30 2014		
Contact Form	Reason for Stop was selected from a table	Made it free form entry
Contact Rules	Contact Conclusion was not required	Changed Contact Conclusion to a required entry
August 08, 2014		
ADOT DLL file	New AZ driver's licenses not being scanned correctly	Scanning logic is corrected
MCSO Violations	Incorrect ARS code	Corrected ARS code
Forms Manager	Form icons were all the same	Created new icons for Citations and Warnings
Crash Form	New version provided by ADOT	Rolled out all Crash-related files for testing
Crash Form	No MCSO-specific rules available	MCSO-specific rules have been created
Crash Form	No MCSO auto-populate rule for Citation provided	MCSO auto-populate rule for Citation created
Contact Form	MC# not highlighted as a required field	Highlighted MC# as required
Contact Form	"Reason for Extended Detention" not required	Added edit so if Contact duration exceeds 20 minutes then a "Reason for Extended Detention" is required
Citation Form	MC# provided by CAD might not be for current call	Require deputies to enter MC# which will then be compared to CAD value
Citation Form	MC# not highlighted as a required field	Highlighted MC# as required
Citation Form	Business information is locked when form is issued so deputy cannot enter information collected	Business information remains unlocked when form is issued
Citation Form	Location is not required	Location is now required if "On Highway" is NO
Citation Form	Non-sworn TraCS users could create	Edit added to prevent non-sworn users from

	citations	creating Citations
Incidental Contact	MC# not highlighted as a required field	Highlighted MC# as required
Incidental Contact	MC# provided by CAD might not be for current call	Require deputies to enter MC# which will then be compared to CAD value
Warning Form	MC# not highlighted as a required field	Highlighted MC# as required
Warning Form	MC# provided by CAD might not be for current call	Require deputies to enter MC# which will then be compared to CAD value
Warning Form	Business information is locked when form is issued so deputy cannot enter information collected	Business information remains unlocked when form is issued
All forms	Common information (individuals and vehicles) was not linked together when auto-populate was used	Information is now linked so changes made to one form are reflected on other forms currently open in the Event folder
“Launch Help Page” Button	Was not working	Corrected TraCS settings. Button will launch a web page that will eventually contain TraCS help information.
Scanner Settings	Scanner occasionally fails to scan a signature	Changed BAUD rates for scanner. Also changed “Fix Scanner” desktop ICON. Unknown if this will actually fix the problem. TraCS team would appreciate knowing if there are still issues scanning signatures after this change is applied
All reports	ICONS were incorrect or not displayed on report selection panel	Corrected ICON settings for reports
September 16, 2014		
Crash Index Report (Records Dept. Only)	When Crash is implemented, the Records Department needs a way to find reports by a number of different variables	Created an Analysis report that will list all Crash reports reviewed by records and allow them to do a ‘find’ to locate a particular report that they can then locate in TraCS
Code Table	There was not a license type for ‘ID’	‘I’ has been added an a license type
Violations Table	Charge code is invalid	Changed 28-773A/B to 28-773
Citation	Not able to enter “hand-written” citations (pre-printed forms)	Added a checkbox to Citation for “hand-written” citations.
Citation	Auto-populate mapping ‘Origin’ incorrectly	‘Origin’ will now auto-populate Ethnicity
Citation	Value of Military Flag being sent to court	Correct value will be sent
Warning	Tag expiration date was being truncated	Enlarged display field for Tag Expiration
Warning	Vehicle models are displaying incorrectly	Changed to display code value for Vehicle Model rather than description (like Citation does). Model description displayed incorrectly when a code was used for two different makes.
Warning	Future dates were being entered	Additional edits prevent future dates from being used
Contact	Repetitive information required on each Contact	Changed Vehicle#, 2 nd Person in Primary Vehicle Serial# and Call/Unit# to use default values (see U:\TraCS Project\Training\Defining User Default Values.docx for additional information and instructions)
Contact	Post Stop Perceived Ethnicity and Gender not being auto-populated	Added those two elements to auto-populate rule
Contact	Unit/Call sign are not required	Changed Unit/Call Sign to required fields

Forms Manager	Records Department needs a way to identify Crash reports they reviewed.	Added 'RECORDS REVIEWED' status to Forms Manager. Will be available to all TraCS users but only applicable to Records Dept.
Tool Bar	Records Department needs a way to flag a Crash report as reviewed	Added a button to Forms Manger (visible for Records Department only) to flag a Crash report as reviewed.
Tool Bar	Unused buttons appearing for Crash	Removed 'Driver Exchange' and 'Transfer Form' buttons from ribbon
Crash Report (not generally available yet)	Various fields not defaulting	Added default values for ORI, Agency Address, etc.
10/01/2014		
ADOT Courts	Hassayampa and Guadalupe court days incorrect	Court days have been corrected
MCSO tables	Drop down table values missing or incorrect	'Long Form' added to Arrest Type, 'Asian or Pacific Islander' corrected, image of SERVED added for signatures, and 'Turned Over to Other Agency' add as a Reason For No Action Taken
Violations	Per courts, Commercial Vehicle violations were all changed	Violation code table updated with new codes.
Citation	Needed modifications to meet court requirements and allow Admins to enter hand-written citations.	Removed ORIGIN from auto-populate rules, added 'Hand-Written' indicator to allow citations written on pre-printed forms to be entered, made rule changes to allow Admins to enter 'hand-written' citations, added 'Served' checkbox used to indicate that citation was served when signature was not available, add rule to fill signature box with 'SERVED' image when 'Served' is checked. Require an "A" citation number when entering a hand-written cite rather than generating a citation number. Create TraCS log entry and a 'Reject Reason' that will show what admin did entry for the deputy. Note: Show Reject Reason button in Forms manager will show that information.
Contact	All passenger contacts need to be documented even if ID is not requested and changes per court order were needed.	Warning message is popped up if stop exceeds 20 minutes. Extended Duration is no longer automatically set to 'YES' if stop exceeds 20 minutes. 'Significant Event Start Time' changed to 'Arrest Time'. Arrest Time has been removed for Driver. 'Long Form' added as a passenger arrest type. Passenger entries are automatically added based on Number of Occupants.
Incidental Contact	TraCS did not support entry of hand-written Incidental Contacts	Added indicator for 'Hand-Written'. Populate IC# with 'Hand-Written' as needed. Do not require 'Get GPS' if 'hand-written'. When admin enters Incidental Contact, modify user so form appears under deputies serial# not admins. Create TraCS log entry and a 'Reject Reason' that will show what admin did entry for the deputy. Note: Show Reject Reason button in Forms manager will

		show that information. Added checkbox for each passenger to indicate that person did not wait to receive the receipt.
Warning	TraCS did not support entry of 'hand-written' warnings	Added indicator for 'Hand-Written'. Do not require 'Get GPS' if 'hand-written'. When hand-written, require entry of Warning number from the pre-printed form rather than generating a number. Added 'Served' checkbox used to indicate that Warning was served when signature was not available, added rule to fill signature box with 'SERVED' image when 'Served' is checked. When admin enters Warning, modify user ID so form appears under deputies serial#, not admins. Create TraCS log entry and a 'Reject Reason' that will show what admin did entry for the deputy. Note: Show Reject Reason button in Forms manager will show that information.
October 02, 2014		
Violations	MCSO.Violations is missing some charge codes	Matched charges to old version to get missing codes back
MCSO tables	Drop down table values missing or incorrect	'Long Form' added to Arrest Type, 'Asian or Pacific Islander' corrected, image of SERVED added for signatures, and 'Turned Over to Other Agency' add as a Reason For No Action Taken
October 27, 2014		
Contact	Admin Broadcast #14-62 requires help caption changes	Changed per broadcast
Citation	Coding error allowed an invalid citation number to be entered	Coding problem was corrected.
Crash	Various changes needed for implementation of Crash, Crash Supplement and Admin Per Se forms	Made changes so they are available to deputies doing Crash form testing ONLY.
November 12, 2014		
Courts Table	Court days/times for Fountain Hills were invalid	Corrected days/times for Fountain Hills.
Contact Form	'Contact with Occupants other than Driver' was not defaulting to 'N' when number of occupants is 1.	Corrected problem so 'Contact with Occupants other than Driver' is 'N' and field is disabled when Number of Passengers is 1
Contact Form	Check Box is not visible for the 'Voiced reason for stop on Citation or Warning'.	Check Box has been added that will be checked if answer to prompt is 'YES'.
Forms Manager	No MCSO-specific help available	Added MCSO HELP button to Forms Manager
Crash Report		New Crash reports features made available to testers <ul style="list-style-type: none"> • Ability to Transfer a Crash report from one deputy to another • Added MC# to Crash Report
Crash Report	Validation rules not working correctly	Applied fixes from ADOT to validation rules
Records Dept.	Unable to flag Crash Supplements as 'Reviewed'	Added functionality for reviewing Crash Supplements and added additional logging for review history.
November 26, 2014		

Courts Table	Court days/times for Guadalupe were incorrect	Corrected days/times.
Violations	Some ARS codes were incorrect	Corrected per statute
Crash Form	Was only available to pilot group	Now available to all TraCS Users
Tow Sheet	Was only available to pilot group	Now available to all TraCS Users
MCSO Help Topics	Images were missing and help for Crash and Tow Sheet was missing	Images are now available and the MCSO Help Topics button now includes information regarding Crash Reports and Tow Sheets.
Citation		Added an Auto Populate rule for Tow Sheets
Forms Manager		Added a new status 'Pending' that only applies to Tow Sheets – indicates that Intox results are pending
December 03, 2014		
Contact Form	Some fields were missing HELP captions	Added help captions for 'Contact Made', 'Second Deputy Last Name', 'Second Deputy Serial Number' and 'Time to ICE'
Tow Form	Graphic is missing in the Quick Add navigation panel	Graphic added
Forms Manager and Forms Viewer	'Show Rejection Reason' button had a misleading label	Changed 'Show Rejection Reason' to 'Show Form Activity'
Tow Sheet report	3511 Driver instructions (back of the preprinted tow sheet) were always being printed	Added a prompt asking if the 3511 Driver Instructions should be printed or not. That will prevent printing the instructions on the tow truck driver copy
Tow Sheet report	'Pending Intox' watermark was only printed if form was in 'Pending' status.	Changed to print the watermark if the 'Pending Intox' box is checked on the form. That allows the form, with the watermark, to be printed before the form is completely validated – while waiting for a tow truck to arrive for example.
Tow Sheet report	Tow Truck driver info was being printed.	Removed Tow Truck Driver Last Name, First Name and DOB from printed copy of tow sheet. Still appears on the form itself.
Warning	Code values were printed instead of code descriptions	Corrected Direction of Travel and Speed Measurement Device print values
DUI Affidavit	Event Number not being collected	Deputy will be prompted for an Event Number when opening a DUI Affidavit (Admin Per Se) form.
December 09, 2014		
Warning Form	There isn't a way to indicate if Passenger was given receipt.	Added a required checkbox in the Passenger section for 'Served'.
Warning Passenger Receipt	Does not indicate if receipt was given to passenger	Will print 'SERVED' on the passenger receipt if 'Served' is selected in the form
Tow Sheet Form	Tow Company information must be manually entered	Added Tow Companies to drop-down list
Tow Sheet Form	Unable to specify 'unknown' for Item Inventory	Added UNKNOWN to drop-down list (along with MISSING, INSTALLED and DAMAGED)
Tow Sheet Form	Not enough room for some Tow Company email addresses	Moved Tow Company City to same line as Address and expanded email field. Also added formatting for Phone #
Tow Sheet Form	There was not a way to record a	Added a prompt that asks if 'Suspected VIN

	suspected VIN (not obtained from a VIN Plate)	should be added to Remarks' – if YES is selected the Suspected VIN is removed from the VIN field and added to the beginning of the Remarks section.
Tow Sheet Form	Not obvious which sections of the form are 'groups' and can have multiple occurrences – such as Registered Owner and Lien Holder	Changed the form from 'green' to white with Blue borders. As we make changes to other forms we will apply the same rule. By adding Blue borders we will be able to indicate that a required field (yellow) can be have multiple occurrences.
Tow Sheet Report	Only prompted for printing 3511 Driver Instructions when form is Issued	Now have the option to print the 3511 Driver's Instructions if the Tow Type is 3511TOW or 'Pending Intox results box is checked.
Tow Sheet Report	Extra page is printed when no inventory items were entered	The tow items list heading information is not printed if there are no items entered. A message is printed at the bottom of the first page saying that no items were entered.
Tow Sheet Report	'Pending Intox' watermark not dark enough	Changed print to darken the watermark
Crash Form	Form Transfer - Form Activity history and TraCS Log not showing the district for the deputy the form was transferred to	Added the district to Form Activity History and TraCS Log information.
December 10, 2014		
Crash Form	Prompt for MC# when editing form was redundant	Removed prompt and enhanced editing for MC# in the form.
Crash Form	Crash form data not saved until form successfully validated	Add new rule that will save all form data whenever a form is validated – even if there are errors. All other MCSO forms already function that way.
Validate Button	Did not accurately represent functionality	Changed button label from 'Validate' to 'Save/Validate' to indicate that form data will be saved when form is validated. It's recommended that the Validate button be used to save form data as the form is being created.
January 26, 2015		
Guadalupe Court	Court days have been changed	Civil and Criminal are both now on Thursdays at 10:00 AM
City List	List of cities did not contain a blank entry so if field was tabbed thru the first city was selected	Blank entry added to top of list so tabbing thru does not select a city.
City List	Did not contain parks	Parks have been added
CAD Event Type	Was not current	Has been updated to reflect latest CAD changes
Impound Notice	Text was incorrect	Text was corrected to indicate that cash is not accepted as payment.
Citation	Did not provide a way to indicate that Driver's License or License plate were seized	Added two new required fields: License Seized and Plate Seized
Citation	Did not provide a way to indicate that vehicle did not have plates	Made Vehicle Plate required and will accept NONE if there wasn't a plate: Note that the Plate Seized field is not available if NONE is specified as plate number and License Seized is not available if Driver's License is NONE
Citation	Event & IR numbers could be entered	Edits were added that require the 3 rd and 4 th

	with wrong year in 3 rd and 4 th position (MCYY and IRYY)	position to be current year, i.e. MC15, IR15
Citation	'Finger Printed' was not a required field	'Finger Printed' is now required (yes/no)
Contact (print)	Event Type Description was truncating text	Made field bigger.
All Forms	Citations could be created with 'DESK' in the citation number which caused problems for the court.	Edit was added that will prevent a citation from being created on a desktop that has not been assigned a TraCS machine ID.
All Forms	There is no indication on a form that there can be more than 1 occurrence – passengers on a Contact for example.	Groups that can occur more than once are now outlined in BLUE. NOTE: Additional groups are added by clicking anywhere in the group you want to add an occurrence of then clicking on the "Add Current Group" in the tool bar.
All Forms	Some field labels and help text contained misspellings	Corrected spelling
Tow Sheet	Auto Theft Unit (Major Crimes) needed to create new Tow Sheets for their own use.	Added functionality specific to Auto Theft Unit that allows them to enter their information into an existing Tow Sheet rather than create a new one.
Tow Sheet	Did not contain enough information	Added the Diagram Tool, a Narrative and the ability to add attachments (like in Citations).
Tow Sheet		Created a DEPUTY Copy of the Tow Sheet that will print the Diagram, Narrative and Attachments.
Tow Sheet		Created a TOW DRIVER copy of the Tow Sheet that prints only the information needed for the Tow Driver
Tow Sheet	Tow Sheets need to be hand-delivered or faxed to Tow Coordinator, 3511 Group and Records Dept. if they require a copy.	Added new functionality that will automatically email a notification to necessary groups advising them that a Tow Sheet was created. They can then use TraCS to view the tow sheet.
Tow Sheet	No identifying information for a Tow Sheet appeared in the Forms Manager	Added IR number to the Forms Manager as 'Form Number' so tow sheets can be easily located.
Tow Sheet		Added a prompt for Auto Theft Unit that will determine if they are creating a new Tow Sheet or editing an existing one.
Tow Sheet Report	Tow item header prints even if not items were entered	Corrected print so Item Header only prints if items were entered. If no items were entered a message to that effect is displayed at the bottom of the page.
February 02, 2015		
Tow Sheet	Impound Notice for 3511 tows is not printing	Corrected
Tow Sheet	'Glendale' was misspelled	Corrected
March 09, 2015		
Violations	Some county and parks violations were not included in TraCS.	All violations have been reloaded based on most recent information from the Court.
Courts	Courts in surrounding counties was not in TraCS	Added Justice Court information for surrounding counties.
Citation	It was unclear if a particular court accepted electronic citations or not.	A pop-up message has been added to the TraCS Citation form to inform the deputy when the selected court DOES NOT accept electronic

		citations. For those courts the citation needs to be printed, signed and manually submitted to the Court. The Court Day information has also been removed for those courts as a reminder that they need to be submitted manually. All Justice Courts in Maricopa and surrounding counties will accept electronic citations. The only Municipal courts that accept electronic citations are those for contract cities in Maricopa County.
Citation & Warning	Court was selected from drop-down list based on Court Number rather than name	Drop-down list of Courts (precincts) can now be selected by Court Name or Court Number
Citation	Citation Form and Printed Deputy Copy of citation truncated last digit of Complaint Number	Enlarged Complaint Number on Form and Printed Copy
Citation	No 'Permanent' registration option for plates	Added HELP text to Plate Expiration suggesting that '01/01/20YY' be used where 'YY' is the following year. So for example a permanent registration this year would be entered as '01/01/2016'.
Tow Sheet	28-3511 section checkboxes were inaccurate	Checkboxes involving reasons for suspended/revoked license were consolidated. New check box for 28-3511.A.2 (Vehicle for sale with VIN altered, destroyed.....)
Tow Sheet	Auto Theft Unit deputies were identified by "Title" in TraCS.	Created separate TraCS Location for each unit in Major Crimes so ATU could be identified by location rather than "Title"
Warning	Previous year not allowed in MC#	Modified edit so having previous year in MC# is only a Warning
April 13, 2015		
TraCS Toolbar	TraCS did not have a way to record information about Supervisor Review of forms or document that form was discussed with the deputy.	Added two new buttons to the toolbar for Supervisors. The Supervisor Review button will be on the Action tab and only available while a form is open. The Discussed With Deputy button will only be available in the Forms Manager when no forms are open. Both buttons will log the information in the TraCS Activity Log.
Forms Manager		Made two new columns available to the Forms Manager grid. The first is 'Sup Review Status' which will show the status of the Supervisor Review. Values are: Blank = No review done, 'PENDING' = Review in Progress, and 'COMPLETE' = review is done.
Contact Form	Cursor was not positioned correctly if 'Was Voiced Reason for Stop.....' was 'NO'	Cursor is placed in 'Court' if answer is NO
Crash	Traffic Control Device was not required for a Hit & Run but then ADOT would reject the report because it was missing.	Rule was corrected and now Traffic Control Device is always required.
Tow Sheet	"VIN Obtained from Plate" did not indicate if "NO" was selected.	A "No" checkbox was added.
Tow Sheet	"VIN Obtained from Plate" could be 'Yes' even if 'VIN did not match' or 'VIN	Changed rules so "VIN Obtained from Plate" is mutually exclusive with VIN did not match' or

	appears altered' were checked.	'VIN appears altered'.
Tow Sheet	Auto Theft Unit was not being notified when Tow Sheet was created without a VIN from the VIN Plate.	Corrected rule so Auto Theft Unit is notified by email if Tow Sheet is created without proper VIN.
Tow Sheet	Phone Number for CL King Towing was wrong.	Correct phone number.
Citation	"In-Custody" citations were being transmitted to Courts – contrary to popular belief.	Transmission rule was corrected so In-Custody citations are not transmitted. Transmission Information on the citation will contain a note that 'Citation Not Transmitted, Reason: In Custody'.
Citation	'FingerPrinted?' not being used correctly	The 'FingerPrinted?' checkbox refers to a 10 Print card which is not done in the field so the checkbox has been disabled and defaulted to NO.
Help	New instructions	Added instructions for the Supervisor Form Review Process and Deputy Discussion Indicator to MCSO Help Topics and to TraCS Training folder on the "U" drive.
April 17, 2015		
Tow Sheet	Old tow sheets could not be viewed	Corrected database mapping problem
Citation	Error would allow a citation number to be assigned to a hand-written citation instead of requiring an "A" citation number.	Corrected rule
Citation	OLN field overlapped 'Seized' field on form	Re-sized both fields so they fit the for properly
Contact Form	Using '20 minutes' in messages was misleading	Changed '20 minutes' to 'average'
April 27, 2015		
Tow Sheet	Incorrect Phone Number for Phoenix Metro Towing and Executive Towing	Corrected phone numbers
Tow Sheet Reports	'VIN Obtained from Plate...' not showing 'NO' checkbox	Added 'NO' checkbox to Tow Sheet, Deputy copy of Tow Sheet and Tow Driver copy of Tow Sheet
Tow Sheet	'VIN Obtained from Plate...' was not a required field	Either YES or NO must be checked
May 21, 2015		
Tow Sheet	Phone number for Alliance Towing was wrong	Corrected phone number.
Citation	Hispanic was not a choice for ORIGIN because courts would not accept it. Not being able to record Hispanic as an ORIGIN was causing citation-related reports to be skewed.	'Origin' has been renamed to 'MCSO Origin' and Hispanic is now an option. MCSO Origin will populate the Post-Stop Ethnicity for the driver on the Contact form. However, if Hispanic is selected a blank will be sent to the court as it is today when no Origin is selected.