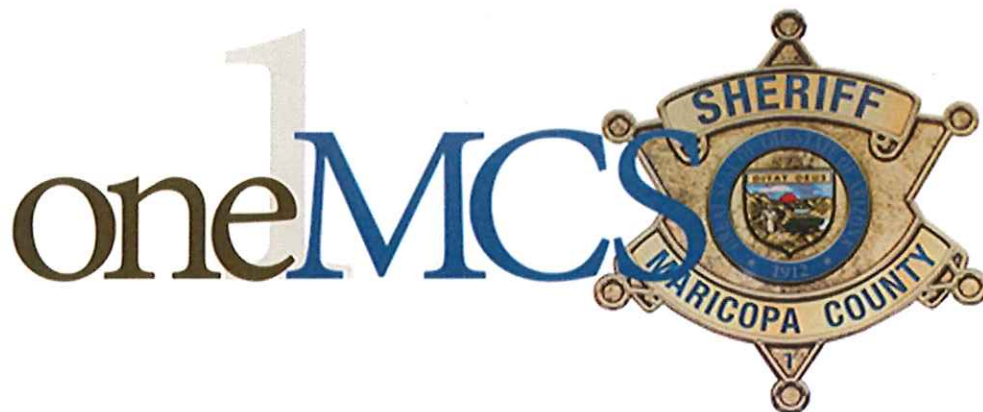


**Maricopa County Sheriff's Office
Paul Penzone, Sheriff**

COURT IMPLEMENTATION DIVISION

2017 ANNUAL COMPLIANCE REPORT



JULY 1, 2016 – JUNE 30, 2017

Table of Contents

Executive Summary	1
Court Implementation and Document Production	5
Inspections and Quality Assurance Audits	9
Annual Policy Assessment	17
Pre-Planned Operations	30
Training.....	31
Traffic Stop Documentation And Data Collection And Review	33
Early Identification System (EIS).....	35
Supervision and Evaluations of Deputy Performance.....	38
Misconduct and Complaints.....	40
Community Engagement.....	43
Appendix A: MCSO Melendres Court Order Compliance Chart	46
Appendix B: List of MCSO Acronyms.....	51
Appendix C: List of Tables	52

Executive Summary

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, 2016 through June 30, 2017. This report is unique in that it covers Sheriff Arpaio's last six months as Sheriff and Sheriff Penzone's first six months as Sheriff. This Annual Report is submitted to comply with the Court's Order, paragraph 12.

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. In the future, when the Monitor is no longer involved in verifying compliance, BIO will continue audits and inspections to assure the ongoing compliance with the reforms in the Orders.

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 roles and responsibilities as leaders.

In November 2016, Maricopa County voters elected Paul Penzone as their Sheriff and it is important to convey a few points:

- Sheriff Penzone has made it clear that he does not view this as an adversarial process and MCSO will continue to work collaboratively with the Monitor, ACLU, and DOJ. The Sheriff himself has taken an active role in the compliance process as well as the site visits that have occurred since he took office.
- Sheriff Penzone has made structural changes at MCSO that emphasize his positions on prioritizing compliance and integrity within the organization. He has brought in a new Chief Deputy, created a Chief of Staff and Special Counsel Position to assist with legal compliance in-house, created an executive chief position over compliance, hired a new executive chief of enforcement and split the patrol function into two so there is better oversight. The PSB Commander was promoted to a Deputy Chief to highlight the importance of the role to the new administration. The Sheriff also brought in a new Community Relations team and Director for the Public Information Office.
- The changes included reassignment with increased oversight for individuals that were not performing or moving MCSO forward. The Sheriff has also removed from the organization individuals who had ethical challenges that could not be overcome in the new MCSO.

- Sheriff Penzone has already begun working on his initiatives to restore the trust with the community MCSO serves. Since taking office in January, the Sheriff and MCSO staff have attended over 250 meetings of neighborhood associations, faith-based groups, community organizations, activists and other civic groups.
- Several community advisory boards have been created at the direction of Sheriff Penzone. These community advisory boards will advise the Sheriff on important matters that affect the community as well as be a voice to and for the communities they represent. One of these boards is SPEAR –Sheriff Penzone’s Executive Advisory Review. SPEAR is made up of diverse community members from all across the County. The first item on the SPEAR agenda was a data driven analysis of Tent City to provide a recommendation to the Sheriff on whether it should remain open in its current state. There is a Hispanic Advisory Board that is made up of Dreamers, businesspeople, activists, educators and community leaders. The Sheriff has also formed an African American Advisory Board and an LGBTQ Advisory Board.
- Sheriff Penzone made a motion to take on the responsibility for planning, organizing, advertising, and hosting the Order mandated community meetings with the intention of improving community relations and repairing the damaged relationship between MCSO and the Plaintiff Class. In this same motion, the Sheriff requested the Community Advisory Board be expanded with appointments from MCSO and a joint appointment by MCSO and ACLU. On August 3, 2017, the Court granted MCSO’s requests. While Sheriff Penzone and MCSO realize this will require hard work and will come with challenges, we are excited and humbled by this new responsibility and look forward to working directly with the affected community and the new CAB to obtain community input into Melendres-related compliance. The Sheriff and MCSO have already met with the new CAB and communicated their intent to have a productive and respectful relationship. MCSO will report more on these developments in the next annual report.

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. On July 26, 2016 the Court issued the *Second Amended Second Supplemental Permanent Injunction/Judgement Order* (DOC1765). All MCSO employees read and acknowledged a briefing that explained the terms of the Order as well as relevant background information about the Court’s May 13, 2016 Findings of Fact as required by Paragraph 273. The MCSO quarterly reports and the Monitor’s quarterly reports are placed on the e-learning system to allow all employees access to the reports and employees at the rank of Lieutenant and above are required to read these reports. MCSO leadership made these reports required reading by Lieutenants and above because they want all leadership at MCSO to understand the importance of gaining compliance with the Order along with what steps need to be taken to achieve compliance in areas they may have influence.

During the July 2016 Monitor Site Visit, the Monitor Team provided MCSO with several ideas to increase the pace of compliance. MCSO implemented several of the Monitor's suggestions, including developing a Court Implementation Division ("CID") Liaison Program with the Patrol Districts, inviting sworn Captains to monthly compliance status meetings, and incorporating field personnel into meetings during the Monitor's quarterly site visits. All of these implemented changes have been positive and MCSO plans to continue these practices and expand them with the expectation that will help future gains in compliance.

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

This annual report also encompasses the *Second Amended Second Supplemental Permanent Injunction/Judgement Order* (DOC1765) which was issued in July of 2016. This Supplemental Order added an additional 114 paragraphs to the 89 paragraphs from the *Supplemental Permanent Injunction/Judgment Order* (Doc. 606) that the MCSO is evaluated on. Overall, the Monitor gives MCSO a compliance rating on 202 paragraphs.

The Monitor assesses these paragraphs in two phases of compliance. Phase 1 compliance is assessed on "whether requisite policies and procedures have been developed and approved and agency personnel have received documented training on their content" (Monitor's Twelfth Quarterly Report, p. 5). Phase 2 compliance is assessed by the Monitor when MCSO is "generally considered operational implementation" and the MCSO complies "more than 94% of the time or in more than 94% of the instances being reviewed" (Monitor's Twelfth Quarterly Report, p. 5).

The *Melendres* Court Order Compliance Chart (See Appendix A) was developed from compliance rate information provided in the Monitor's Quarterly Reports covering the reporting period for the fiscal year of 2016 – 2017. The Monitor's Thirteenth Quarterly Report is not due until after September 15th; therefore, the Court Order Compliance Chart does not include data from the second quarter of 2017. However, MCSO anticipates a considerable increase in Phase 1 and Phase 2 compliance based on the recent publication of several Order-related MCSO policies.

During this annual review period significant compliance progress has been made as demonstrated by the below tables taken from the Monitor's 12th Quarterly Report depicting historical compliance rates:

MCSO's Compliance with the Requirements of the First Order (October 2, 2013)												
	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Report 11	Report 12
Phase 1	4%	10%	44%	40%	51%	57%	61%	60%	67%	60%	63%	79%
Phase 2	0%	0%	26%	25%	28%	37%	38%	39%	44%	49%	50%	57%

MCSO's Compliance with the Requirements of the Second Order (July 20, 2016)												
	Report 1	Report 2	Report 3	Report 4	Report 5	Report 6	Report 7	Report 8	Report 9	Report 10	Report 11	Report 12
Phase 1	N/A									1%	10%	12%
Phase 2	N/A									43%	46%	60%

MCSO has dedicated unprecedented financial and personnel resources to advance the organization towards compliance. MCSO's path to compliance is a truly collaborative effort among MCSO, the Monitor, and the attorneys representing the Plaintiffs and the DOJ, including technical assistance from the Monitor when requested and substantive suggestions from the parties. This may slow down the process, but MCSO appreciates the input from these groups.

MCSO is committed to achieving its goal of "Full and Effective Compliance" as the Court's Order defines it. Compliance is a top priority for Sheriff Penzone because he believes gaining full and effective compliance with the Orders is also the fastest way to ensure MCSO is deploying and following the current best police practices.

Court Implementation and Document Production

MCSO took major steps to implement Section III of the Court Order. In October 2013, MCSO formed a division titled the Court Compliance and Implementation Division consistent with paragraph 9. In February 2015, MCSO changed the name of this division to the Court Implementation Division (CID). In August 2016, CID added 1 lieutenant and 2 sergeants to the division as a result of the issuance of the Second Supplemental Order. The CID is currently comprised of thirteen (13) MCSO personnel with interdisciplinary backgrounds and various ranks: 1 Captain, 2 lieutenants, 6 sergeants, 2 deputies, 1 management assistant, and 1 administrative assistant.

Captain Barry Roska was assigned to command CID and BIO (Bureau of Internal Oversight) on or about May 24, 2017. Lieutenant Ben Armer functions as the single point of contact with the Court, the Monitor, and the parties although MCSO's legal team and MCSO's upper Command Staff also communicate with the Monitor Team and parties as needed. CID coordinates site visits and other activities with each of the parties, as the Court Order requires. Members of CID work very closely with MCSO counsel and MCSO Command Staff to ensure that MCSO maintains a sustained effort to achieve its goal of full and effective compliance with the Court's Orders.

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

The CID, with the Sheriff's approval, ensures the proper allocation of document production requests to the appropriate MCSO units to achieve full and effective compliance with the Court Order. Thus, the efforts to achieve compliance and to fulfill the Monitor's requests involve the efforts of MCSO divisions, bureaus, personnel and command staff, as well as personnel from the Maricopa County Attorney's Office Personnel. This shared effort and allocation of assignments are set for the in Table #1 immediately as follows.

Table #1	
MCSO Unit Assignments for Court Order	
Section	Unit Name
III. MCSO Implementation Unit and Internal Agency-Wide Assessment	• Court Implementation Division • Maricopa County Attorney's Office
IV. Monitor Review Process	• Court Implementation Division • Maricopa County Attorney's Office
V. Policies and Procedures	• Court Implementation Division • Human Resources Bureau, Compliance Division - Policy Section • Maricopa County Attorney's Office

VI. Pre-Planned Operations	• Court Implementation Division • Compliance Division – Policy Section • Detective and Investigations Bureau
VII. Training	• Court Implementation Division • Maricopa County Attorney's Office • Training Division
VIII. Traffic Stop Documentation and Data Collection and Review (First Supplemental Order)	• Court Implementation Division • Bureau of Internal Oversight
IX. Early Identification System (EIS) (First Supplemental Order)	• Court Implementation Division • Bureau of Internal Oversight/Early Intervention Unit
X. Supervision and Evaluation of Officer Performance (First Supplemental Order)	• Court Implementation Division • Command Staff • Human Resources Bureau, Compliance Division and Personnel Services Division • Bureau of Internal Oversight/Early Intervention Unit • Enforcement Bureau • Maricopa County Attorney's Office • Training Division
XI. Misconduct and Complaints (First Supplemental Order)	• Court Implementation Division • Command Staff • Professional Standards Bureau • Supervisors in each unit
XII. Community Engagement (First Supplemental Order)	• Court Implementation Division • Community Outreach Division

In response to paragraph 19 of the Court Order concerning review of existing Policy and Procedures, and paragraph 30 regarding timely submissions, the CID, working with the Human Resource Bureau's Policy Section, reviewed MCSO Policies and Procedures. Please see the Annual Policy Assessment Section for further details.

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.

In an attempt to try and accelerate the pace of compliance, the Monitor circulated a draft policy and curriculum review proposal which was adopted. Under this protocol, the parties have established deadlines to provide their respective revisions to and voice any concerns with MCSO policies and training curricula at issue. The collaborative efforts of the parties and their respective, multiple attorneys, often decelerates the pace of compliance. MCSO has previously voiced its concern regarding such deceleration, as the perception is that any delay was solely MCSO's responsibility, which is not the case.

The CID is responsible for facilitating data collection and document production. The CID responded to 20 combined document requests during this reporting period and produced over 1,250,000 pages of documents (see Table #2). In addition to the Monitor document requests, CID facilitates the production of training material and policies and procedures to the Monitor for review and approval.

Table #2	
Document Production Requests	
Title	General Description
07/18/2016 Site Visit Request	Documents Requests as a result of the Site Visit
July Monthly Request	Monitor's Monthly Production Request
10/17/2016 Site Visit Request	Document Requests as a result of the Site Visit
August Monthly Request	Monitor's Monthly Production Request
October Quarterly Document Request	Document Request from Monitor needed for Quarterly Assessments
September Monthly Request	Monitor's Monthly Production Request
07/01/2016-09/30/2016	Various Misc. Requests
October Monthly Request	Monitor's Monthly Production Request
November Monthly Request	Monitor's Monthly Production Request
December Monthly Request	Monitor's Monthly Production Request
10/01/2016-12/31/2016	Various Misc. Requests
January Monthly Request	Monitor's Monthly Production Request
February Monthly Request	Monitor's Monthly Production Request

March Monthly Request	Monitor's Monthly Production Request
January Quarterly Request	Monitor's Quarterly Requests
January Site Visit Request	Monitor's Site Visit Request
Miscellaneous Requests	Various Miscellaneous Requests received between 01/01/2017 and 03/31/2017
April Monthly Request	Monitor's Monthly Production Request
May Monthly Request	Monitor's Monthly Production Request
June Monthly Request	Monitor's Monthly Production Request

Inspections and Quality Assurance Audits

Consistent with the Melendres Order's mandate to engage in periodic audits, on September 29, 2014, MCSO created the Bureau of Internal Oversight (BIO) to address Court Order compliance and to assist the Sheriff's Office by providing timely and professional auditing, inspections, technical and review services. This includes the assessment of employee performance and misconduct, management functions, the promotion of integrity, economy, efficiency and effectiveness of Office programs, services and activities. The BIO inspections and audits allows MCSO to assess personnel are in compliance with the Orders and MCSO Policy.

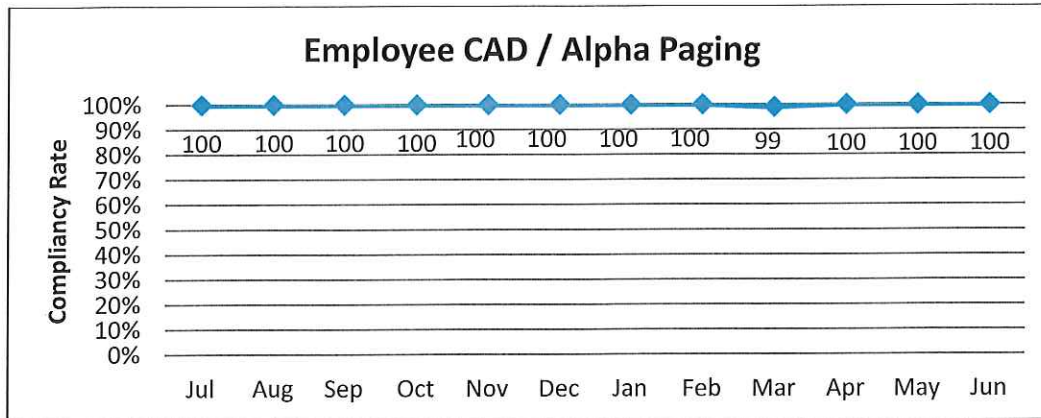
The BIO includes two MCSO units; the Audits and Inspections Unit (AIU) and the Early Intervention Unit (EIU). The BIO team is comprised of a combination of sworn, detention and civilian Sheriff's Office staff.

The AIU's primary function is to conduct audit and non-audit services for the Sheriff's Office. The AIU conducts audits and routine compliance inspections on an ongoing basis. The purpose of the audits is to determine compliance with Office policy, promote proper supervision, and support compliance with the Melendres Orders.

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 and/or operating procedures.

One of the most important functions of the BIO is that it enables MCSO to audit and inspect MCSO and MCSO personnel to assure compliance with the Orders. During this annual review period, BIO completed the following inspections to verify compliance with the Order requirements and identify any deficiencies.

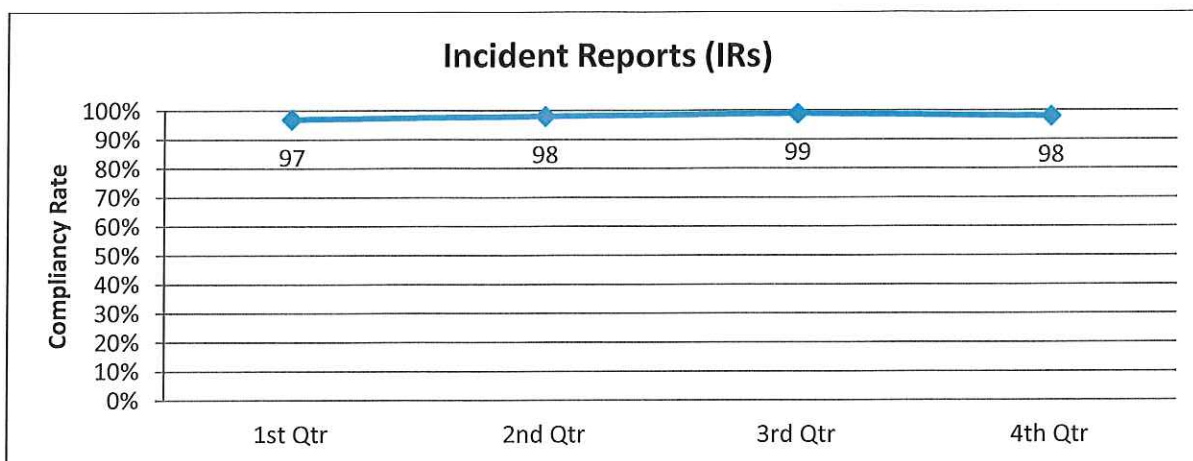
CAD/Alpha Paging Messaging Inspection: The CAD Messaging/Alpha Paging System inspection is to ensure that CAD and Alpha Paging Messaging system entries adhere to Office policy and those systems were not used by employees to discriminate or denigrate any persons, in compliance with the Melendres Court Order. The AIU conducts a CAD Messaging/Alpha Paging Inspection on a monthly basis by selecting a random sample of all CAD messages and Alpha Paging messages.



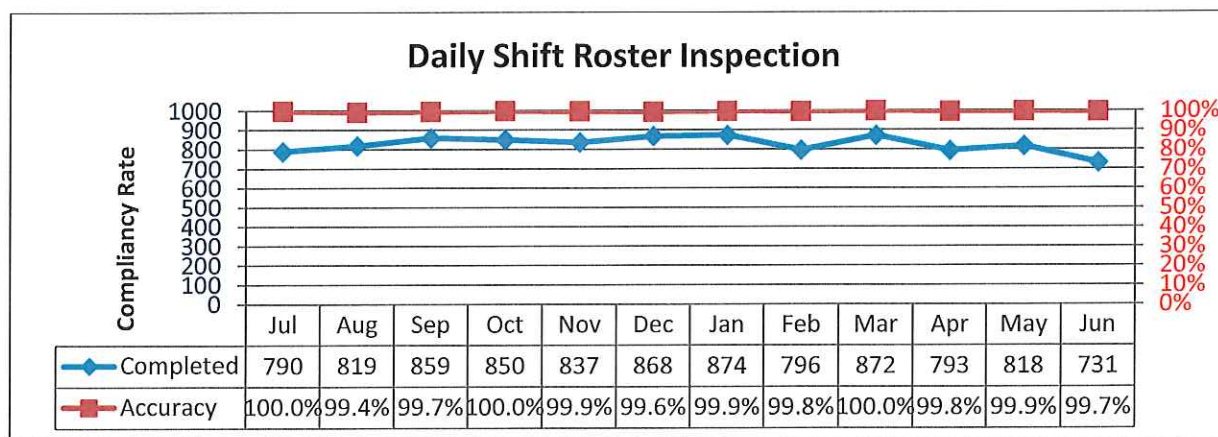
Administrative Investigations Inspection: The purpose of this inspection is to determine if the selected administrative investigation cases were conducted in compliance with Office policy and in support of the Melendres Order. For this inspection, a random sample of 25 closed cases from each month was reviewed. The inspection complies with MCSO Policies GH-2, *Internal Investigations* and GC-17, *Employee Disciplinary Procedure*, MCSO Policy GJ-26, *Sheriff's Reserve Deputy Program*, MCSO Policy GJ-27, *Sheriff's Posse Program* and is consistent with the Court Order paragraphs 33,102, and 104. This monthly inspection was discontinued in May of 2016. BIO now completes a semi-annual audit report regarding misconduct investigations as required by Paragraph 253. BIO completed and published the first Semi-Annual Public Report on Misconduct Investigations covering July 2016 – December 2016. The semi-annual audit indicated the following compliance rates:

- 96% compliance rate for PSB Investigations
- 96% compliance rate for Non Custody PSB Investigations
- 92% compliance rate for Non PSB Investigations

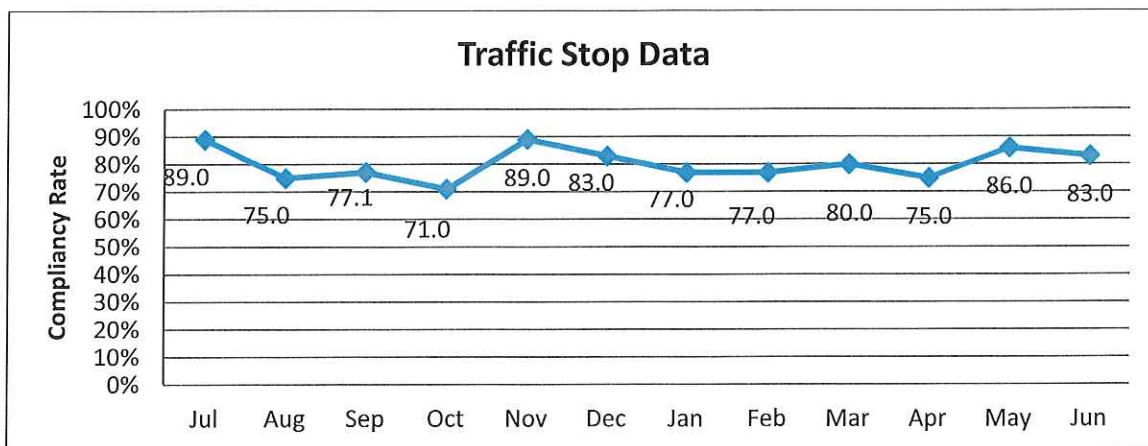
Quarterly Incident Report (IRs) Inspection: The Quarterly Incident Report Inspection ensures that IR's adhere to Office policy, federal and state laws, promotes proper supervision, and supports compliance with the Melendres Court Order. The AIU completes the IR inspection on a quarterly basis by taking a sample of IR's provided each month to the Court Implementation Division by the Monitor Team. IR's are uniformly inspected utilizing the AIU matrix.



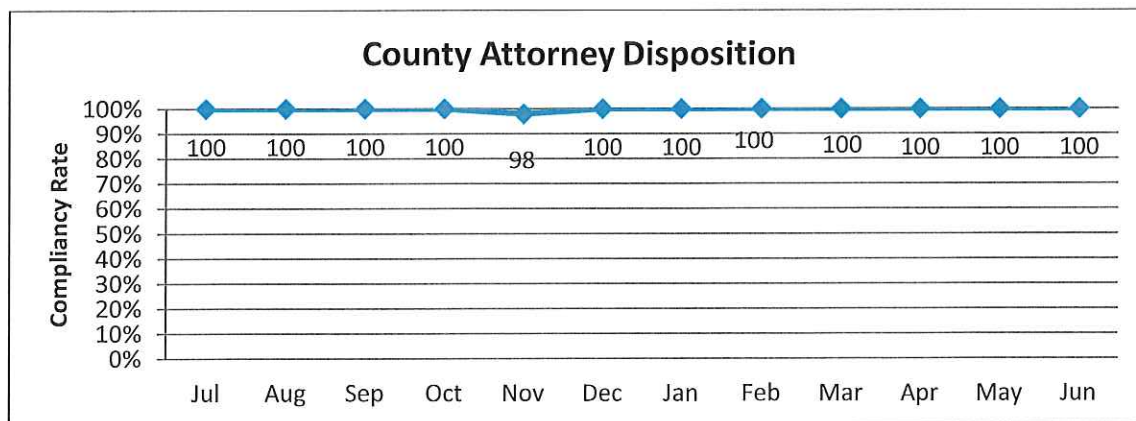
Daily Shift Roster Inspection-Patrol: The Patrol Shift Roster inspection is conducted to ensure consistency with MCSO Policy GB-2, Command Responsibility, and with Paragraphs 82, 84, and 86 of the Court's Order. This inspection is conducted by reviewing all Patrol Shift Rosters for the month inspected. The Sheriff's Office has continued to adhere to proper span of control for deputy to sergeant patrol squad ratios and has eliminated acting patrol supervisors.



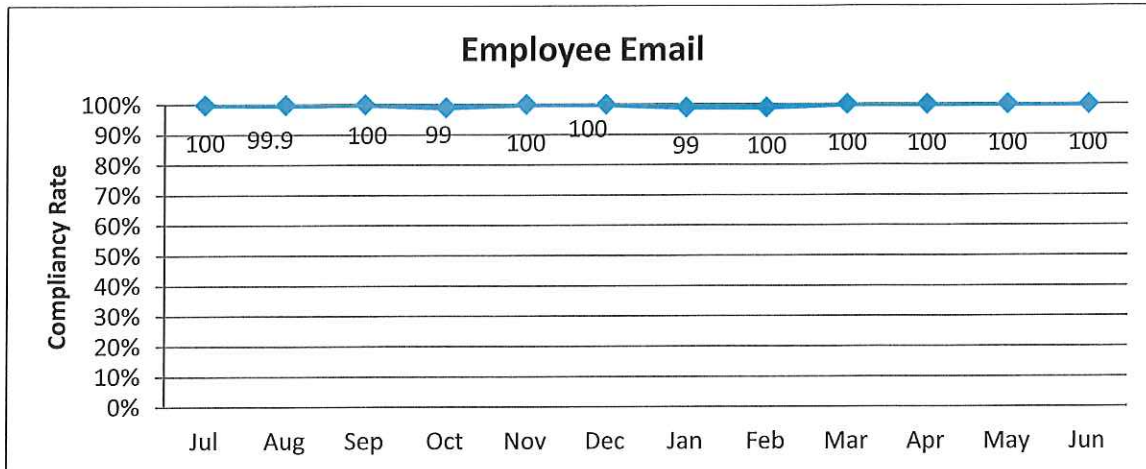
Traffic Stop Data Collection Inspection: The Traffic Stop Data Collection inspection reviews monthly traffic stop data to ensure compliance with Office policy and paragraphs 54-57 of the Court Order. This inspection is based on paragraph 64 of the Court's Order and is conducted using the traffic stop data sample that is randomly chosen by the Monitor Team. This inspection ensures that MCSO: a) collected all traffic stop data to comply with MCSO Policy, EB-2, Traffic Stop Data Collection; b) accurately completed all forms associated to traffic stops; c) closed and validated all TraCS forms; and d) used the correct CAD codes and sub codes. With the implementation of body worn cameras, the AIU's inspection matrix increased beyond the scope of the Melendres Court Order or Court Monitors, giving explanation for the decrease in compliance rates.



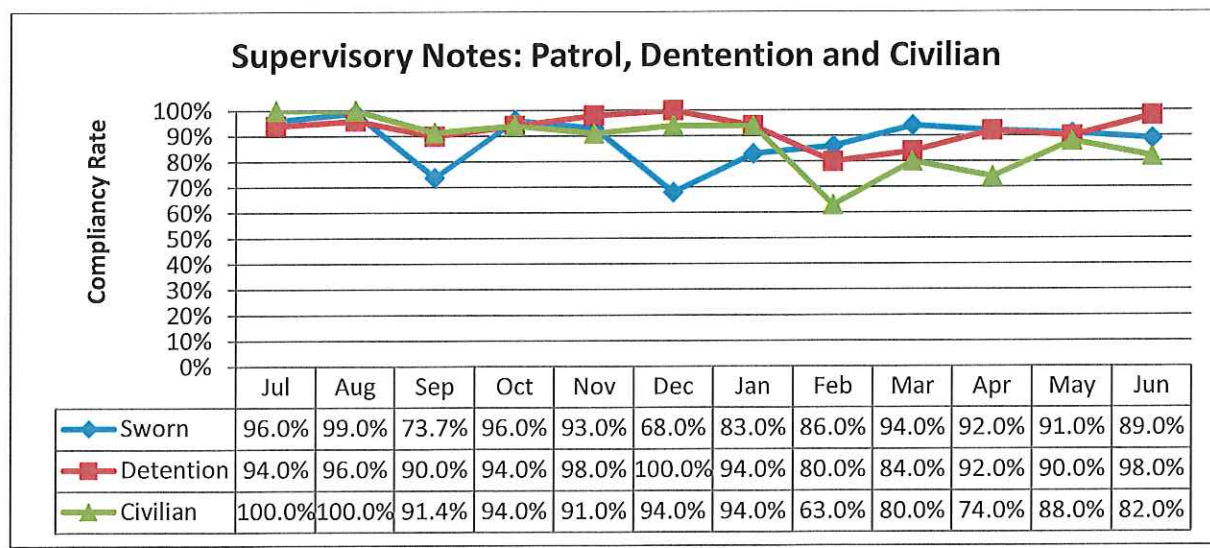
County Attorney Disposition Inspection: The County Attorney Dispositions Inspection is conducted to ensure that County Attorney turndowns are processed in compliance with Office policy and support compliance with the Melendres Court Order. To achieve this, inspectors utilized “IAPro” to generate all County Attorney turndowns processed for the respective month. The County Attorney turndowns are uniformly inspected utilizing the Records Division “FileBound” database and the AIU matrix developed in accordance with Policies GF-4 and ED-3, and Court Order Paragraph 75.



Employee Email Inspection: The Employee Email Inspection is conducted to ensure that employee email accounts are utilized in compliance with Office policy and that they support compliance with the Melendres Court Order. This inspection is conducted by reviewing a random sample of county email accounts for 35 Office employees during the month inspected, utilizing the AIU matrix. The inspection rates for e-mails have remained consistently high.



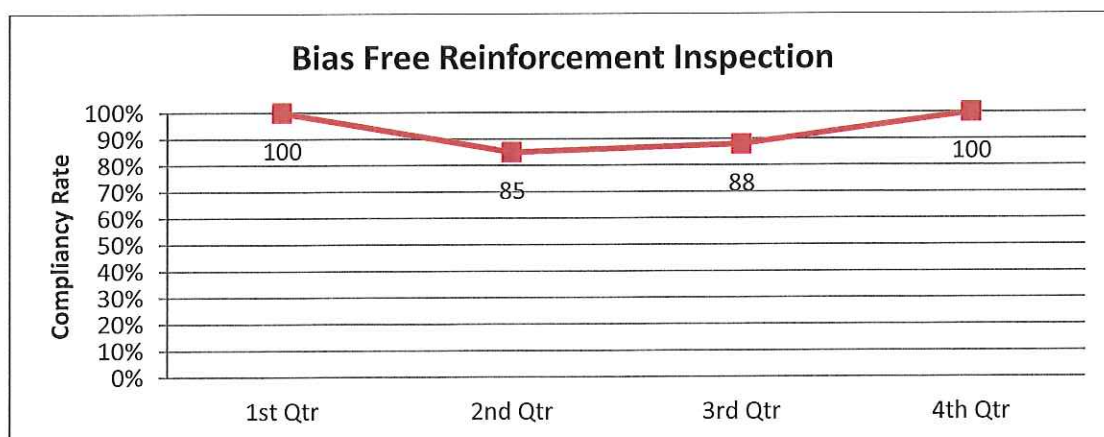
Supervisory Notes Inspection: The Supervisory Note Inspection is conducted on sworn, detention, and civilian personnel to ensure that the supervisor notes entered into the Blue Team application by supervisors are in compliance with Office policy and in support of the Melendres Court Order. This inspection is conducted by uniformly inspecting the supervisor note entries within the IAPro database for the random employees selected by the Monitor Team, by utilizing the matrix developed by the AIU in accordance with policies CP-8, EA-11, EB-1, and EB-2, GB-2, and GJ-35.



Facility / Property & Evidence Inspection: The Facility/Property & Evidence Inspections are conducted to ensure that MCSO facilities are operating within Office policy and that Property and Evidence is being properly secured and stored. Additionally, to ensure that facilities are not being used in any way that discriminates against or denigrates anyone.

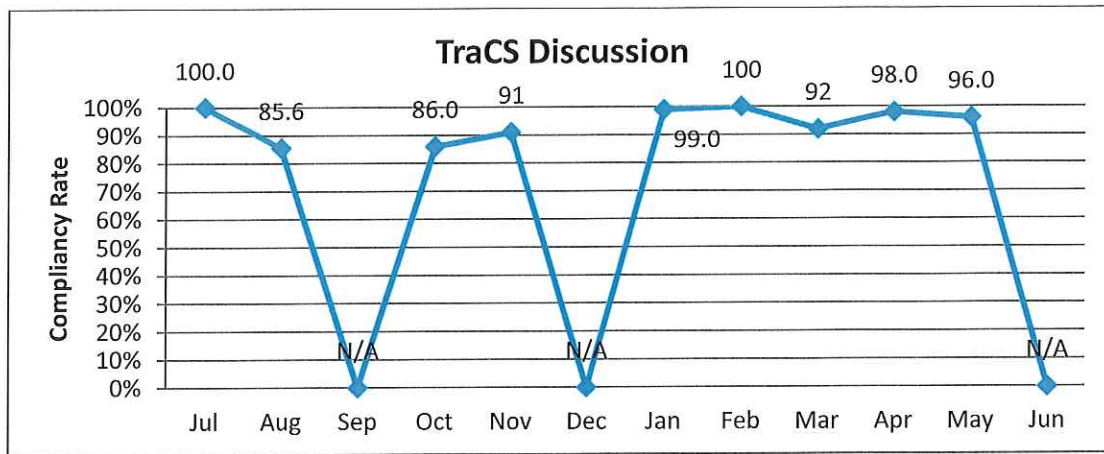


Quarterly Bias-Free Reinforcement Inspection: The Quarterly Bias-Free Reinforcement Inspection is conducted to ensure that detention and sworn supervisors have unequivocally reinforced to their subordinates that discriminatory policing is unacceptable, through documentation in Blue Team, in accordance with Office policy and the Court Order. To achieve this, the Monitor Team, through the Court Implementation Division, selects for review the Supervisor Notes and Briefing Note entries for 35 detention personnel and 35 sworn personnel on the first month of the quarter being inspected.

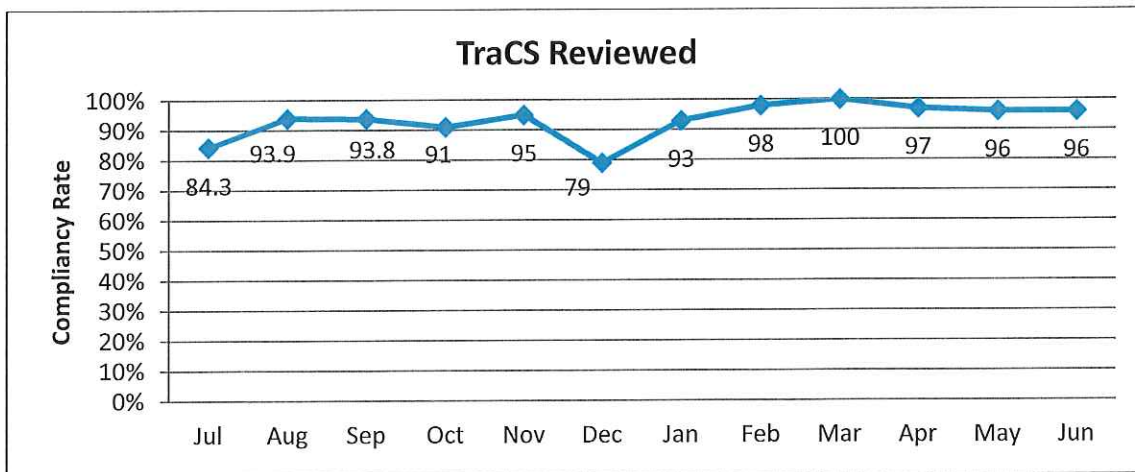


TraCS Discussion Inspection: The TraCS Discussion Inspection is completed to determine supervisory compliance with Office policy and the Court Order, as well as to promote proper supervision. This inspection is conducted using the TraCS System to review a sample of randomly selected employee traffic stops from each district, selected by the Monitor Team. The

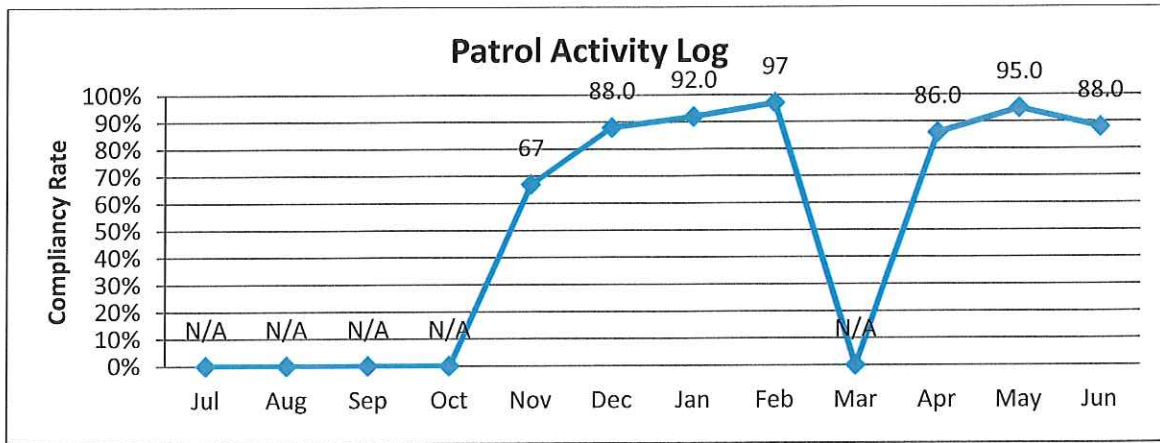
inspector uniformly inspects the information utilizing the AIU matrix, in accordance with the procedures outlined in policies EA-11, EB-1 and GB-2. It should be noted that a monthly TraCS Discussion Inspection was not completed in September 2016, December 2016, or June 2017.



TraCS Reviewed Inspection: The TraCS Reviewed Inspection is completed to determine supervisory compliance with Office policy and the Court Order, as well as to promote proper supervision. This inspection is conducted using the TraCS System to review a sample of randomly selected employee traffic stops from each district, selected by the Monitor Team. The inspector uniformly inspects the information utilizing the AIU matrix, in accordance with the procedures outlined in policies EA-11, EB-1 and MCSO Administrative Broadcast Number 16-56.



Patrol Activity Log Inspection: The Patrol Activity Log Inspection is conducted to ensure compliance with Office policy and the Court Order, as well as promoting proper supervision. Patrol Activity Logs are uniformly inspected utilizing the AIU matrix, in accordance with procedures outlined in MCSO Administrative Broadcast Numbers 16-53 and 16-100.



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

Annual Policy Assessment

The Policy Section of the MCSO is comprised of eight employees, who are responsible for reviewing and revising Office Policies. The Compliance Division Commander Tiffani Shaw oversees the Policy Section which consists of (1) section commander, (1) detention sergeant, (1) sworn sergeant, (1) detention officer, and (3) management analysts.

All Office Policies go through a six stage process during the review and revision period. These stages consist of review, staff, advance, approval, publication, and distribution. Each Office Policy goes through an extensive review. The policy database, policy files, and Office publications are reviewed for inclusion, if necessary, within the policy. In addition, input is received from other affected areas of the Office to include Office command personnel. In addition, each policy is reviewed for proper grammar, sentence structure, and formatting. Policies related to the Court's Order are subjected to additional review and approval by the Monitor Team. Once the policy has been finalized, approval is needed from the Policy Section chain of command, the Chief of Staff and the Chief Deputy.

Upon receipt of the Court Order, and consistent with Paragraph 18 requirements that MCSO deliver police services consistent with the Constitution, and the laws of the United States and Arizona, MCSO continually reviews its Office Policies and Procedures. In fulfillment of its duties and obligations under federal and Arizona law, MCSO is committed to ensuring equal protection under the law and bias-free policing. To ensure compliance with the Court Order, MCSO continues to comprehensively review all patrol operations policies and procedures, consistent with Paragraph 19 of the Court Order.

Consistent with the Court Order, Paragraph 31 requirements regarding MCSO personnel's receipt and comprehension of the policies and procedures, MCSO implemented the E-Policy system in January 2015. MCSO utilizes the system to distribute and require attestation of all *Briefing Boards* and published Office Policies. The E-Policy system memorializes and tracks employee compliance with the required reading of MCSO Office Policy and Procedures, employee acknowledgement that he or she understands the subject policies and procedures and employee expression of his or her agreement to abide by the requirements of the policies and procedures. MCSO provides the Critical, Detention, Enforcement, and General Policies via E-Policy as a resource for all MCSO personnel.

During this reporting period, the Policy Section reviewed, revised, and published thirty (30) Office Policies and one (1) operational manual relative to the Court Order. These Office Policies were reviewed and approved by the Monitor Team (See Table #3):

Table #3		
Dissemination of Court Order Related Policies		
Policy Number	Policy Name	Effective Date

CP-2	<i>Code of Conduct</i>	01/06/17
CP-3	<i>Workplace Professionalism: Discrimination and Harassment</i>	12/15/16
CP-5	<i>Truthfulness</i>	12/21/16
CP-11	<i>Anti-Retaliation</i>	12/01/16
EA-2	<i>Patrol Vehicles</i>	12/08/16
EA-3	<i>Non-Traffic Contact</i>	06/01/17
EA-5	<i>Enforcement Communications</i>	12/08/16
EB-7	<i>Traffic Control and Services</i>	12/08/16
GA-1	<i>Development of Written Orders</i>	11/03/16
GB-2	<i>Command Responsibility</i>	02/01/17
GC-7	<i>Transfer of Personnel</i>	05/17/17
GC-12	<i>Hiring and Promotional Procedures</i>	02/01/17
GC-13	<i>Awards</i>	08/27/16
GC-16	<i>Employee Grievance Procedures</i>	01/06/17
GC-17	<i>Employee Disciplinary Procedures</i>	05/18/17
GC-22	<i>Critical Incident Stress Management Program</i>	05/05/17
GE-4	<i>Use, Assignment, and Operations of Vehicles</i>	12/07/16
GF-1	<i>Criminal Justice Data Systems</i>	12/07/16
GF-5	<i>Incident Report Guidelines</i>	12/14/16

GG-1	<i>Peace Officer Training Administration</i>	05/17/17
GG-2	<i>Detention/Civilian Training Administration</i>	05/17/17
GH-2	<i>Internal Investigations</i>	05/18/17
GH-4	<i>Bureau of Internal Oversight</i>	12/14/16
GH-5	<i>Early Identification System (EIS)</i>	03/24/17
GI-1	<i>Radio Communications, Call Signs, and Phonetic Alphabet</i>	06/07/17
GI-4	<i>Calls for Service</i>	01/07/17
GI-5	<i>Voiance Language Services</i>	12/21/16
GJ-24	<i>Community Relations and Youth Programs</i>	01/07/17
GJ-35	<i>Body-Worn Cameras</i>	01/07/17
GM-1	<i>Electronic Communications and Voice Mail</i>	12/07/16
BWC	<i>Body-Worn Camera Program Operational Manual</i>	12/22/16

During this reporting period, the Policy Section has continued to review and revise the following Office Policies (See Table #4):

Table #4		
Order Related Policies Under Review/Revision		
Policy Number	Policy Name	Effective Date
DD-2	<i>Inmate Property Control</i>	12/02/05
EA-2	<i>Patrol Vehicles</i>	12/08/16
EA-3	<i>Non-Traffic Contact</i>	06/01/17

EA-5	<i>Enforcement Communications</i>	12/08/16
EA-8	<i>Domestic Violence</i>	11/19/15
EA-9	<i>Management of Special Events</i>	05/24/17
EA-10	<i>Hazardous Materials and Waste</i>	11/19/01
EA-11	<i>Arrest Procedures</i>	06/15/16
EA-20	<i>Missing Persons</i>	05/24/17
EB-1	<i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i>	09/22/14
EB-2	<i>Traffic Stop Data Collection</i>	12/17/15
EB-7	<i>Traffic Control and Services</i>	12/08/16
ED-1	<i>Task Forces</i>	10/03/16
ED-2	<i>Covert Operations</i>	08/22/08
GA-1	<i>Development of Written Orders</i>	11/03/16
GB-2	<i>Command Responsibility</i>	02/01/17
GC-4	<i>Employee Performance Appraisals</i>	11/25/06
GC-7	<i>Transfer of Personnel</i>	05/17/17
GC-11	<i>Employee Probationary Periods</i>	12/07/16
GC-12	<i>Hiring and Promotional Procedures</i>	02/01/17
GC-16	<i>Employee Grievance Procedures</i>	01/06/17
GC-17	<i>Employee Disciplinary Procedures</i>	05/18/17

GC-22	<i>Critical Incident Stress Management Program</i>	05/05/17
GD-9	<i>Receipt of Litigation Notice or Subpoena</i>	04/01/14
GE-3	<i>Property Management</i>	09/15/14
GE-4	<i>Use, Assignment, and Operations of Vehicles</i>	12/07/16
GF-1	<i>Criminal Justice Data Systems</i>	12/07/16
GF-3	<i>Criminal History Record Information and Public Records</i>	12/14/16
GF-5	<i>Incident Report Guidelines</i>	12/14/16
GG-1	<i>Peace Officer Training Administration</i>	05/17/17
GG-2	<i>Detention/Civilian Training Administration</i>	05/17/17
GH-2	<i>Internal Investigations</i>	05/18/17
GH-4	<i>Bureau of Internal Oversight</i>	12/14/16
GH-5	<i>Early Intervention System (EIS)</i>	03/24/17
GI-1	<i>Radio Communications, Call Signs, and Phonetic Alphabet</i>	06/07/17
GI-2	<i>Master Recording System</i>	11/21/12
GI-4	<i>Calls for Service</i>	01/07/17
GI-5	<i>Voiance Language Line Services</i>	12/21/16
GI-7	<i>Bias Free Tips and Information Processing (NEW POLICY)</i>	08/23/2017
GJ-2	<i>Critical Incident Investigations</i>	03/22/11
GJ-3	<i>Search and Seizure</i>	09/16/06

GJ-4	<i>Evidence Control</i>	09/15/14
GJ-9	<i>Restraint and Transportation of Prisoners and Inmates</i>	02/22/17
GJ-24	<i>Community Relations and Youth Programs</i>	01/07/17
GJ-25	<i>Canine Operations</i>	02/22/17
GJ-26	<i>Sheriff's Reserve Deputy Program</i>	05/25/12
GJ-27	<i>Sheriff's Posse Program</i>	04/04/14
GJ-29	<i>Independent Testing for DUI and OUI Arrests</i>	02/22/17
GJ-30	<i>TASER Conducted Electrical Weapon (CEW)</i>	09/05/14
GJ-33	<i>Significant Operations</i>	11/18/15
GJ-35	<i>Body-Worn Cameras</i>	01/07/17
GJ-36	<i>Use of Digital Recording Devices (NEW POLICY)</i>	Pending
GM-1	<i>Electronic Communications and Voicemail</i>	12/07/17

The Policy Section is in the process of researching, developing, and implementing one new Court Order related Office Policies (See Table #5):

Table #5		
New Court Order Related Policies		
Policy Number	Policy Name	Effective Date
GJ-36	<i>Use of Digital Recording Devices (NEW POLICY)</i>	Pending

The Briefing Board is an official informational publication used by MCSO to announce revised, time-sensitive changes to MCSO Office Policy. The *Briefing Board* has the same force and effect as written Office Policy. In May 2014 MCSO initiated the use of *Administrative Broadcasts* to announce non-policy related information. During this time period, the Policy Section published six (6) Court Order related *Briefing Boards* and thirty (30) Court Order related

Administrative Broadcasts.

The following *Briefing Boards* were published during this reporting period (See Table #6):

Table #6		
MCSO Briefing Boards		
B.B. #	Subject	Date Issued
BB 16-25	Policy Change: Policy EB-1, Traffic Enforcement, Violator Contacts, and Citation Issuance	07/20/16
BB 17-07	Special Briefing Board-Information Every Employee Needs to Know	02/07/17
BB 17-08	Immediate Policy Change GI-1, Radio Communications, Call Signs, and Phonetic Alphabet	02/13/17
BB 17-09	Immediate Policy Attachment updates EA-5, Enforcement Communication	02/13/17
BB 17-17	Immediate Policy Change GF-5, Incident Report Guidelines	04/04/17
BB 17-18	Immediate Policy Update GH-4, Bureau Of Internal Oversight	04/04/17

Further explanation of the *Briefing Boards* published during this reporting period:

MCSO *Briefing Board* 16-25, published on July 20, 2016 and noted in Table #3 above, announced an immediate Office Policy change to Policy EB-1, Traffic Enforcement, Violator Contacts, and Citation Issuance. This publication advised deputies when contacting members of the public related to traffic violations, that all violators shall have license and warrant checks performed on them.

MCSO *Briefing Board* 17-07, published on February 7, 2017, announced important information every employee needs to be aware of. This is an annual reminder to all employees of the importance to adhere to specific critical or important Office Policies and Procedures.

MCSO *Briefing Board* 17-08, published on February 13, 2017, announced a policy change to Office Policy GI-1, *Radio Communications, Call Signs, and Phonetic Alphabet*, affecting a change in the call signs within the policy.

MCSO *Briefing Board* 17-09, published on February 13, 2017, announced updates to Office Policy EA-5, *Enforcement Communication Attachments A&B*.

MCSO *Briefing Board* 17-17, published on April 4, 2017, announced a policy change to Office Policy GF-5, *Incident Report Guidelines*, affecting sections 1.F. and 7.A.4.