MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit

April 2018 Patrol Shift Roster Inspection

Inspection Report#   BI2018-0053

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a monthly basis to determine if the rosters are in compliance with Office Policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

Matrix Procedures:

➢ A Daily Patrol Shift Roster is completed for each work shift.
➢ Supervisor span of control is in accordance with MCSO Policy GB-2.
➢ Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2.
➢ Supervisors are assigned to, and work, the same days and hours as the deputies under their direct command, absent exceptional circumstances.

Criteria:

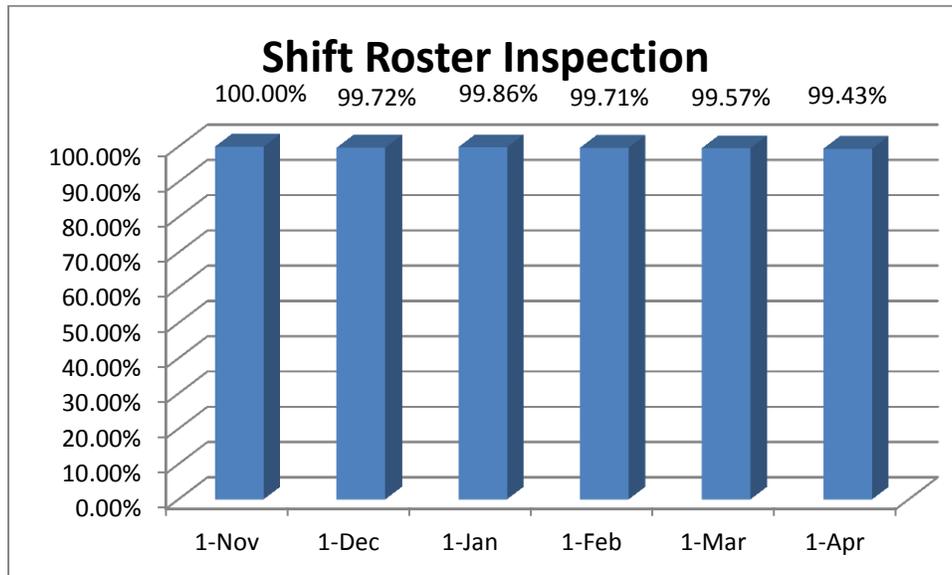MCSO Policy GB-2 (Sections 4 & 12.A1), *Command Responsibility*:
"First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than ten deputies."

"First-line patrol supervisors shall ensure that a Daily Shift Roster is completed for each shift in order to reflect the subordinates that are working under that supervisor for each day worked."

Conditions:

An inspection of all Daily Patrol Shift Rosters was completed for the month of April 2018. Due to possible specialty assignment squads and the variance of days in a month; the total number of shift rosters will vary each month. There were a total of 620 rosters in April available for inspection; 620 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of **99.43%** in the Daily Patrol Shift Roster inspection of April 2018, as illustrated in the graph below:

Shift Roster Inspection

	100.00%	99.72%	99.86%	99.71%	99.57%	99.43%

(Bar chart showing all districts at approximately 100% for months 1-Nov, 1-Dec, 1-Jan, 1-Feb, 1-Mar, 1-Apr; y-axis from 0.00% to 100.00%)

Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
Total Rosters:	120	64	64	63	161	64	84
Compliance %:	100.00%	100.00%	100.00%	98.00%	100.00%	100.00%	98.00%

Note – The overall compliance rate is an average of the compliance scores from each division inspected.

The following deficiencies were observed during the inspection period:

Dist/Div:	Sworn Employee Name:	Shift Date	Division Commander	Deficiency:
District Seven	Sergeant	4/3/2018	Captain	Shift Roster for Squad 2 was not completed.
District Seven	Sergeant	4/2/2018	Captain	Shift Roster listed a Deputy as the Squad Supervisor.
District Seven	Sergeant	4/19/2018	Captain	Shift Roster listed the Sergeants call sign incorrect.

Dist/Div:	Sworn Employee Name:	Shift Date	Division Commander	Deficiency:
District Four	Sergeant	4/5/2018	Captain	Shift Roster for Squad 1 was not completed. The one listed is a different date.

A total of **2** BIO Action Form is requested from the affected division. **The form shall be completed utilizing Blue Team.**

Recommendations:

It is recommended that supervisors continue mentoring staff in the proper completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, **all** Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

Date Inspection Started: 05/29/2018
Date Completed: 05/31/2018
Timeframe Inspected: April 1st – 30th, 2018
Assigned Inspector(s):   Sgt. D. Gardner S1608

I have reviewed this inspection report.

Lt. Larry Kratzer S1520   ___06/01/2018___
Lieutenant Larry Kratzer S1520   Date
Commander, Audits & Inspections Unit
Bureau of Internal Oversight