

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0147



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 12/15/2016
Inspection #BI2016-0147



Joseph M. Arpaio, Sheriff

To: Lt. Morris #S1014
Commander
Audits and Inspections Unit

From: Sgt. Reaulo #S1678
Inspections Sergeant
Audits and Inspections Unit

Subject: Patrol Daily Shift Roster Inspection Summary,
November 2016
BI2016-0147

Date: 12/15/2016
Report Period:
November 1-30, 2016

The Audits and Inspections Unit (AIU) will conduct inspections of daily shift rosters on an on-going monthly basis to determine if the rosters are in compliance with Office Policy and in support of the Melendres Order. The daily shift rosters are uniformly inspected utilizing a matrix developed by the BIO, in accordance with procedures outlined in Policy GB-2.

Matrix Procedures:

- A Daily Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2 and the Melendres Order.
- 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.

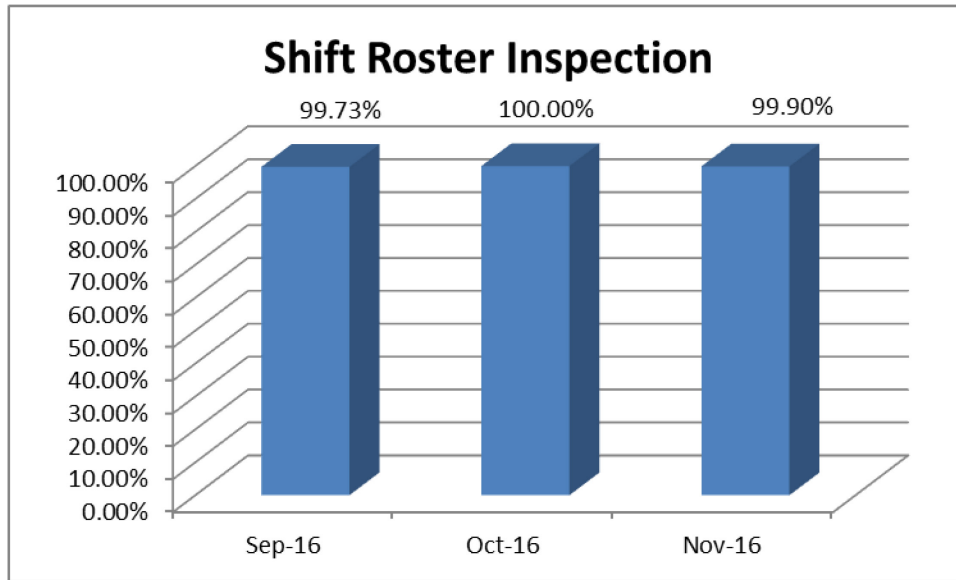
Criteria:

MCSO Policy GB-2, Command Responsibility
Melendres Order, Paragraphs 84, 86 and 275

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of November 2016. 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 837 rosters in November available for inspection; 837 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.90%** in the Daily Shift Roster inspection of November 2016, as illustrated in the graph below:



Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
Total Rosters Inspected:	120	120	148	120	185	61	83
Compliance Rate:	100.00%	100.00%	99.32%	100.00%	100.00%	100.00%	100.00%

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

The following deficiency was observed during the inspection period:

Dist/Div:	Sworn Employee Name:	Division Commander	Deficiency:
District Three	Sergeant	Captain	No shift roster saved for Squad 1 on 11/7/2016

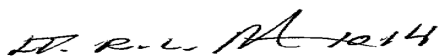
One BIO Action Form is requested from District Three addressing the deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office

Recommendations:

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

Date Inspection Started: 12/14/2016
Date Completed: 12/15/2016
Timeframe Inspected: November 1-30, 2016
Assigned Inspector(s): Sgt. D. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

12/15/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

12/15/2016
Date