

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Supervisor Note (Civilian) Inspection**



**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**February 7, 2016**  
**Inspection BI2017-0011**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*



Paul Penzone, Sheriff

**To:** Lt. R. Morris S1014  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

**From:** Sgt. M. Rodriguez A9047  
Audits and Inspections Unit  
Bureau of Internal Oversight

**Subject:** Summary of Findings Report  
Civilian Employees, January 2017  
Supervisor Note Inspection BI2017-0011

**Date:** 02/07/17

The Audits and Inspections Unit (AIU), of the Bureau of Internal Oversight (BIO), will conduct Blue Team Supervisor Note entry inspections on an ongoing basis. The purpose for the inspection is compliance with Office Policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will select for review the Supervisor Note entries for 35 randomly selected Civilian Employees for the month being inspected. To ensure consistent inspections, the *Supervisor Note Inspection Matrix* developed by the AIU will be utilized.

**Matrix Procedures:**

Utilize the *Supervisor Note Inspection Matrix* to ensure that each randomly selected employee received one Supervisor Note entry during the period being inspected and that the Supervisor Note was of sufficient quality to document the employee's work performance (reflects the employee's positive traits; accomplishments; any observed shortcomings; and can be used to facilitate the preparation of an accurate and detailed performance review).

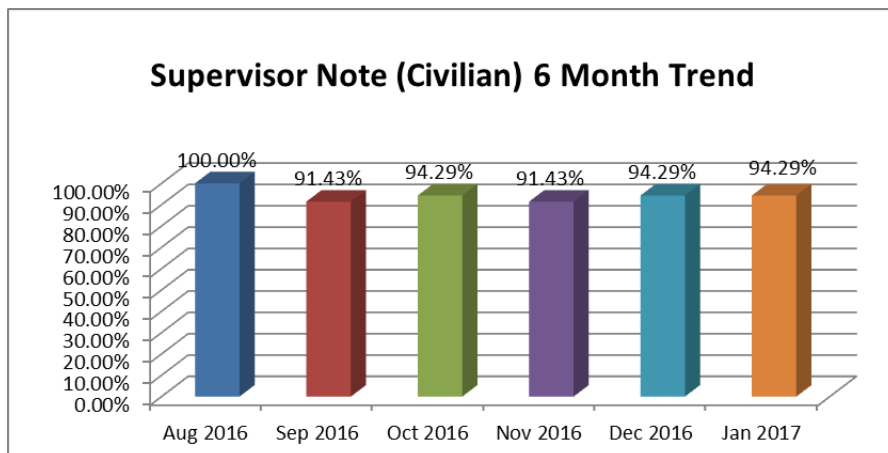
**Criteria:**

MCSO Policy GB-2, *Command Responsibility*  
Melendres Order (Paragraph 75.n)

**Conditions:**

The inspection found that 33 of the 35 employees, or **94.29%**, had the required monthly Supervisor Note entry in compliance with MCSO Policy GB-2 and in support of the Melendres Order.

A historical comparison of the last six months of Blue Team data indicates that the Supervisory Note compliance rate for Civilian Employees has maintained in the 90 percentile, or higher, in the last six months.



**Recommendations:**

It is recommended that Management continue to provide on-site mentorship to supervisors in the importance of ensuring that Supervisory Note entries are used to document a specific employee's performance and should be of sufficient quality as to give a true assessment of the employee's performance during a particular period as required by MCSO Policy GB-2, *Command Responsibility*, Paragraph 7.B and its subparagraphs. To accomplish this goal, the Supervisory Note entry needs be used to specifically document the following requirement:

- The Employee's work performance during the last 30 day period
- Maintain a written record of the performance of each employee in the EIS Blue Team Supervisor Notes application. The record shall reflect the employee's positive traits and accomplishments and any observed shortcomings.
- Supervisor Note entries shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but *at a minimum, one entry shall be completed every month.*

**Action Required:**

With the resulting 94.29% compliance for *Inspection BI207-0011*, a total of 2 BIO Action Forms are requested from the affected divisions addressing the identified deficiencies. Please email the completed BIO Action Forms to [BIO@mcs.maricopa.gov](mailto:BIO@mcs.maricopa.gov) within 30 days from the date this report is published.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0011* and contained in IA Pro.

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**BI2017-0011**

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**Inspection focus:** Supervisor Note (Civilian)

**Date Inspection Started:** February 1, 2017

**Date Completed:** February 7, 2017

**Timeframe Inspected:** January 2017

**Assigned Inspectors:** Sgt. M. Rodriguez A9047

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

02/07/17  
Date



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Deputy Chief Fred Aldorasi  
Bureau Commander  
Bureau of Internal Oversight

02/07/17  
Date

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